

STATE AGENCY LOGOS

Each state agency logo is unique. Do not recreate the logos. Use **ONLY** the original art provided by the State Printer.



STATIONERY STANDARDS

The layouts on this page show examples for letterhead, #10 envelopes and business cards for a typical state agency.

Typography:
Body of letter should be set in Times New Roman.

Agency names should be used exactly as specified on page 4.

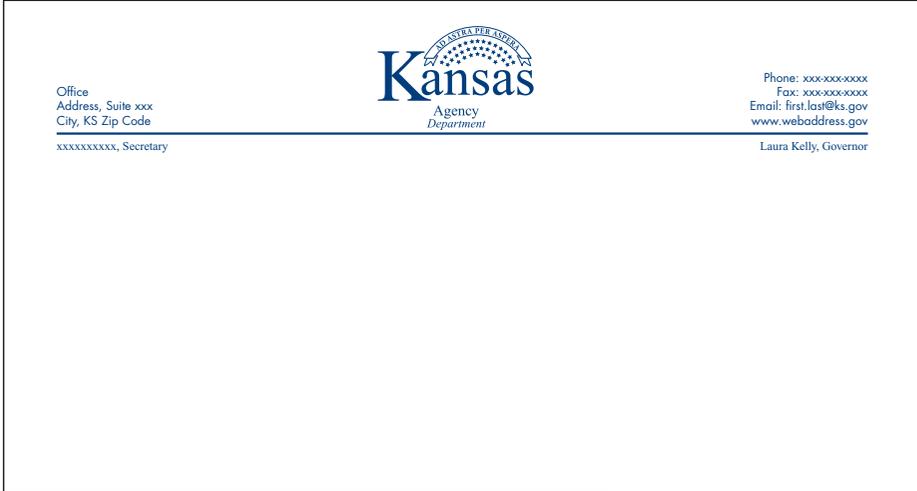


Office
Address, Suite xxx
City, KS Zip Code
xxxxxxxxx, Secretary

Kansas
Agency

Phone: xxx-xxx-xxxx
Fax: xxx-xxx-xxxx
Email: first.last@ks.gov
www.webaddress.gov

Laura Kelly, Governor

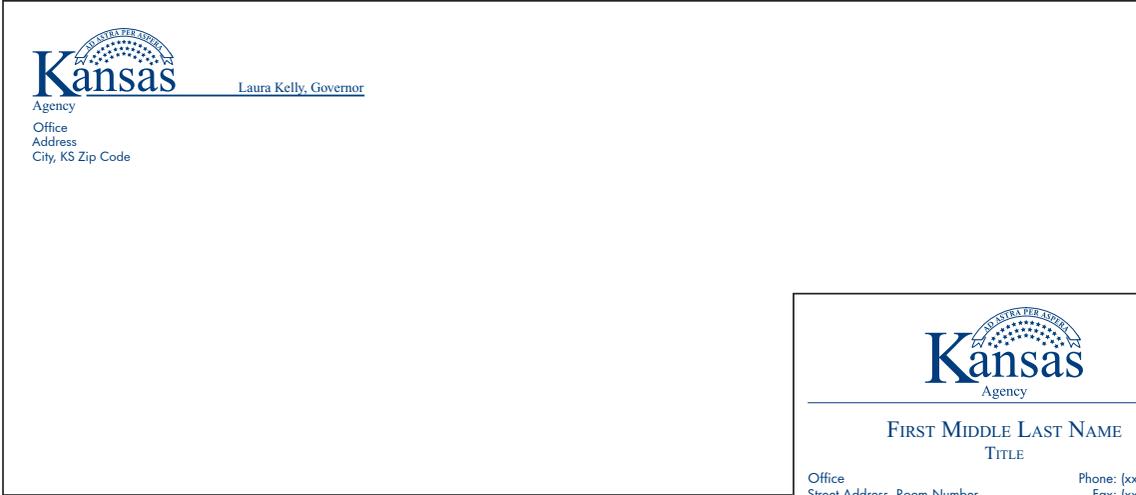


Office
Address, Suite xxx
City, KS Zip Code
xxxxxxxxx, Secretary

Kansas
Agency
Department

Phone: xxx-xxx-xxxx
Fax: xxx-xxx-xxxx
Email: first.last@ks.gov
www.webaddress.gov

Laura Kelly, Governor



Kansas
Agency
Office
Address
City, KS Zip Code

Laura Kelly, Governor



Kansas
Agency

FIRST MIDDLE LAST NAME
TITLE

Office
Street Address, Room Number
City, KS Zip Code

Phone: [xxx] xxx-xxxx
Fax: [xxx] xxx-xxxx
Email: address@ks.gov

STATIONERY STANDARDS (continued)

The layouts on this page show examples for faxes, memos, note cards, note card envelopes, mailing labels and name tags.

FAX

COMPANY:
ATTENTION:
FAX:
FROM:
DATE:
PAGES:



Agency
Address
City, State, Zip

MEMO

DATE:
TO:
FROM:
CC:
RE:



Agency
Address
City, State, Zip
Phone: Fax:
TTY:
E-mail address:
Website:

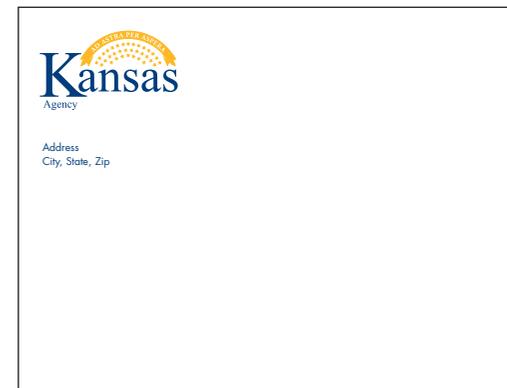
MEMORANDUM



NOTE CARD - FRONT



NOTE CARD - BACK



NOTE CARD ENVELOPE



MAILING LABEL



NAME TAG

FAX