

ENVELOPES

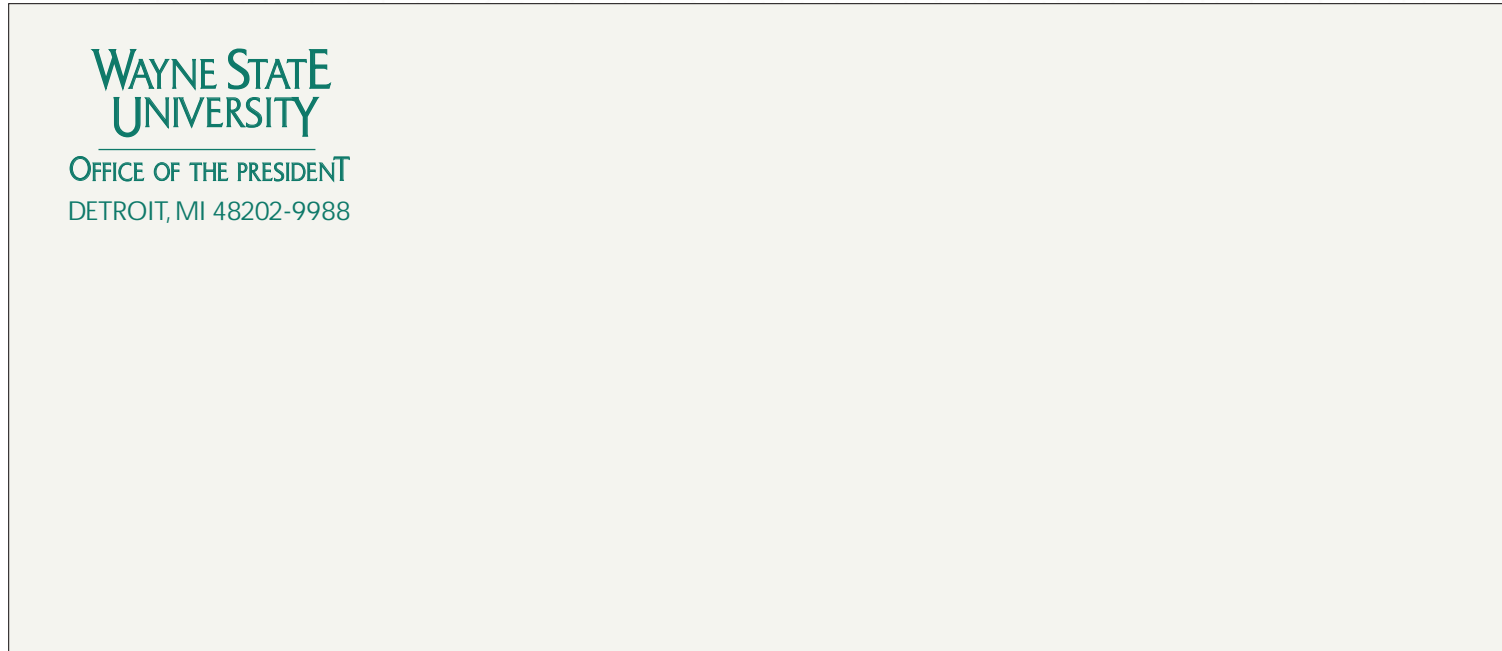
PREFERRED

- THE U.S. POST OFFICE can assess your mail for adherence to postal codes. Contact the Mail Piece Design Analyst at your main branch Post Office. "482xx" ZIP codes are handled at the Detroit branch, where the business mail number is 313-226-8129. The Troy Post Office also has a business mail department, 313-740-3317. Mail design publications and production templates are available at these branches.
- THE UNIVERSITY MAIL DEPARTMENT can also assess your mail for adherence to postal codes. Contact the University Mail Clerk at 313-577-6824.
- ENVELOPE GUIDELINES: All mail sent from the University must include, at a minimum, the return address "Wayne State University, Detroit, MI 48220". The return address may appear either on the front, or centered on the back flap. For stationery use, the envelope stock must match the stationery. For example, if your stationery is printed on white stock due to guidelines in the Identity Program, the envelope must use the same white stock.

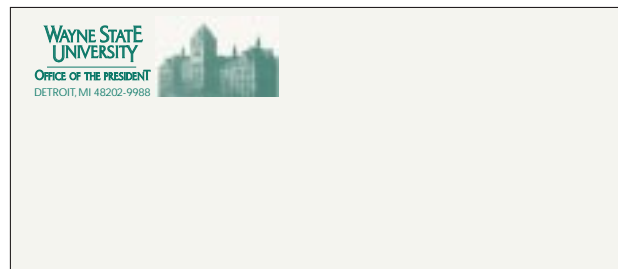
The size of the Wordmark/secondary mark and address will depend on many factors (for example, the amount of return address information shown). They should be kept a minimum of 1/4" from all edges.



The lower 2 3/4" of envelopes should remain free of graphics to meet postal regulations. If graphics are to appear in this region, obtain approval from the U.S. Post Office before proceeding.



Return addresses may appear centered on the back flap.



Formal units of the University that use an approved illustration on their stationery may elect to copy it on the envelope as shown.



Non-university elements such as affiliation logos or statements may not appear on the envelope, even if they are used on the stationery.

