

4.13 Letterhead: NUS Corporate Masthead

The specifications below illustrate the positions and measurements of the information fields to appear on the letterhead. Exact details are shown below. The artwork is available from Corporate Communications/ Publications and the Office of Estate and Development.

Letterhead
Size: 210 mm x 297 mm

- 1 Name of Faculty**
Font: Frutiger 65 Bold
Size: 10 point
Leading: 12 point
Tracking: 10 point
- 2 Name of Department**
Font: Frutiger 55 Roman
Size: 8 point
Leading: 12 point
- 3 Details of Faculty/Department**
Font: Frutiger 55 Roman
Size: 8 point
Leading: 12 point
- 4 Company Registration No.**
Font: Frutiger 46 light italic
Size: 7 point
Leading: 12 point

A Body Text
Font: Times Regular (Recommended)
Size: 11 point
Leading: 13 point

Body Text Working Space

- B1 Reference Number**
- B2 Date**
- B3 Receiver's Name and Address**
- B4 Name**
- B5 Subject Title**
All in Caps
- B6 Body Text**
- B7 Sender's Details**
Name
Designation
Telephone Number
Facsimile Number
Email Address
- B8 Enc cc**

The diagram shows a letterhead template with an orange header bar. The header bar contains the Faculty of Engineering name (1), Department of Chemical and Environmental Engineering (2), and the NUS logo (3). Dimensions for the header bar are 25 mm width, 6 mm height, and 33 mm total width. The main body of the letter is 210 mm wide and 297 mm high. A dashed box indicates the body text working space, which is 222 mm high. The body text includes a reference number (B1), date (B2), receiver's name and address (B3), name (B4), subject title (B5), body text (B6), sender's details (B7), and enc/cc (B8). The footer contains the company registration number (4) and contact information (3).

4A.3 Letterhead: Black and White

The specifications below illustrate the positions and measurements of the information fields to appear on the letterhead. Exact details are shown below. The artwork is available from Office of Corporate Relations and on the corporate identity's website.

Letterhead
Size: 210 mm x 297 mm

- 1 Name of Faculty**
Font: Frutiger 65 Bold
Size: 10 point
Leading: 12 point
Tracking: 10 point
- 2 Name of Department**
Font: Frutiger 55 Roman
Size: 8 point
Leading: 12 point
- 3 Details of Faculty/Department**
Font: Frutiger 55 Roman
Size: 8 point
Leading: 12 point
- 4 Company Registration No.**
Font: Frutiger 46 light italic
Size: 7 point
Leading: 12 point

A Body Text
Font: Times Regular
(Recommended)
Size: 11 point
Leading: 13 point

Body Text Working Space

- B1 Key line**
Weight: 0.5 point
Colour: Black
- B2 Reference Number**
- B3 Date**
- B4 Receiver's Name and Address**
- B5 Name**
- B6 Subject Title**
All in Caps
- B7 Body Text**
- B8 Sender's Details**
Name
Designation
Telephone Number
Facsimile Number
Email Address
- B9 Enc:**
Cc:

The diagram shows a letterhead template with the following dimensions and fields:

- Header:** 8 mm height. Faculty of Engineering (25 mm width), Department of Chemical and Environmental Engineering (33 mm width), and NUS National University of Singapore logo (10 mm width).
- Body:** 15 mm height. Reference Number (B2), Date (B3), Receiver's Name and Address (B4), Name (B5), Subject Title (B6), and Body Text (B7).
- Footer:** 15 mm height. Sender's Details (B8) and Enc/Cc (B9).

Example text in the body:

Ref: OSA/ADMIN/20-1

30 July 2001

Andrew Thomas
Managing Director
Equus Design Consultants Pte Ltd
8B Murray Terrace
Singapore 079522

Dear Mr Thomas

SUBJECT TITLE TEXT ALL IN CAPS

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at.

Yours truly

Jeffrey SMITH
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Enc:
cc:

4 Engineering Drive 4, Singapore 117578
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Company Registration No: 200604346E

* General guidelines only. Fields can be structured to fit individual department's needs.

