

## 4.2 Letterhead

The contact information appears on the right-hand side and is right justified. The LSE logo is placed on the top left.

Typed text should be left justified.

Use Roboto or Arial as your font.

### Word templates

You can download our letterhead template from the [Brand Portal](#).

You can also order printed A4 letterheads from [LSE Reprographics](#).

Ready-made editable templates are available at the [Brand Portal](#). To book in professional design work contact the [Design Unit](#).



THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■

Houghton Street  
London WC2A 2AE  
United Kingdom

**lse.ac.uk/name**

Date:

Dear ...,

**Arial 10.5/15 pt** ante porttitor vestibulum viverra ut metus. Donec ut fringilla diam, vel tincidunt arcu. Integer ornare orci efficitur, sodales urna in, euismod est. Vivamus malesuada dui dui, ut vulputate purus accumsan eu. Aenean consectetur urna id rhoncus semper. Proin vulputate lobortis justo, et tempus velit rhoncus at. Proin ac ullamcorper lorem, quis ultrices lacus. Integer consectetur pretium tellus et tempus. Cras at turpis vitae tortor dignissim venenatis in eu nunc. Praesent in iaculis libero.

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Yours ...,

**Name**  
**Title**  
**Department Name**

t1: +44 (0)20 7955 0000  
t2: +44 (0)20 7955 0000  
name.email@lse.ac.uk

The London School of Economics is a School of the University of London. It is a charity and is incorporated in England as a company limited by guarantee under the Companies Acts (Reg. No 70527).

## 4.3 Complement slips and envelopes

Complement slips and envelopes can be ordered from [LSE Reprographics](#).

Envelope sizes are:


DL: 110mmx220mm

C4: 324mmx229mm

C5: 162mmx229mm


### Complement slip

DL

 <b>LSE</b> <small>THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE</small>	<b>Department of Economics</b>
	<b>Forename Surname</b> Job Title
	Houghton Street London WC2A 2AE United Kingdom
	t1: +44 (0)20 7955 7000 t2: +44 (0)20 7852 6000
	<b>name.email@lse.ac.uk</b>
	<b>lse.ac.uk/name</b>

### Envelopes

DL

 <b>LSE</b> <small>THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE</small>
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C5

 <b>LSE</b> <small>THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE</small>
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C4

 <b>LSE</b> <small>THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE</small>
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## 4.3 Business cards

Cards are usually printed in batches of 200 and are available to order from [LSE Reprographics](#).

### Staff

Staff requesting a business card must have permission from the budget holder in advance.

### Students

Research and master's students are eligible for a business card.

**Undergraduates are not eligible for a business card.**

### Front



Main LSE or departmental website address

Icons to indicate either main LSE or departmental social media presence (delete as appropriate)

### Other eligibility

**The following groups are not normally entitled to an LSE business card but may seek permission from the [Brand team](#):**

- Other academic visitors
- Consultants and independent contractors
- Academics teaching on short courses with primary loyalty elsewhere
- Occasional research assistants.

## 4.3 Business cards for LSE research centres and partnerships

The logo of an LSE research centre, other university or partner organisation must always be on the back of the card.

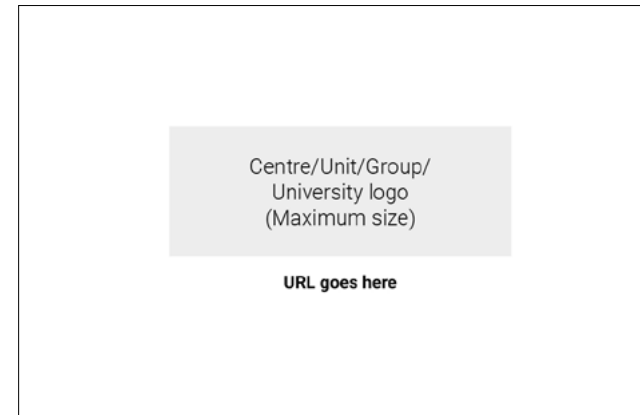
Include the logo, url and if required, a brief descriptor of the partner organisation.

Please supply [LSE Reprographics](#) with a high resolution JPEG, PNG, or EPS file of the partner logo.

### Front



### Back



## 4.3 Business cards for students

### MSc and research students

Research students can choose to have the current year of study on their cards.

The wording should be as follows:

Current year 20xx/xx.

Students wishing to do this must upgrade their cards annually.


### LSE MSc students on double-degree programmes

Students must show LSE Reprographics:

- Valid Student Card
- Certificate of Registration indicating that they are on one of the programmes listed on the LSE website showing the [current double degree programmes](#).

Please supply [LSE Reprographics](#) with a high resolution JPEG, PNG, or EPS file of the partner logo.


#### LSE MSc and research students card

 THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE ■	
<b>Forename Surname</b>	
Job title line 1	
Job title line 2	
	Houghton Street London WC2A 2AE United Kingdom
	t: +44 (0)20 7955 7000
	<b>email.address@lse.ac.uk</b>
PhD candidate from 20xx/xx	<b>lse.ac.uk</b>

or

 THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE ■	
<b>Forename Surname</b>	
Name of programme	
	Houghton Street London WC2A 2AE United Kingdom
	t: +44 (0)20 7955 7000
	<b>email.address@lse.ac.uk</b>
Department of Xxxxx XXXXXXXXX 20xx/xx	<b>lse.ac.uk</b>

#### LSE MSc students on double-degree programmes card

 THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE ■	
<b>Forename Surname</b>	
LSE-XXXXXX Double-Masters Degree Candidate	
	Houghton Street London WC2A 2AE United Kingdom
	t: +44 (0)20 7955 7000
	<b>email.address@lse.ac.uk</b>
Department of Xxxxx XXXXXXXXX 20xx/xx	<b>lse.ac.uk</b>

Back

	
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