

11. COUNTY LETTERHEAD AND BUSINESS CARDS

Purpose of Policy:

This policy standardizes the purchase and design of County letterhead and business cards. It establishes procedures to maintain the standard design and quality control.

Policy:

a. All County letterhead and business cards shall only be printed in black or blue ink. No other special colors may be used even if personal funds are provided to cover the additional cost. A County seal shall be printed on all County letterhead and business cards. The seal shall it too shall only be in black or blue ink, or the approved color version. Only the Sheriff's Department, Marketing Department and Board of Supervisors are exempt from this policy.

b. Block style lettering shall be used on County letterhead.

b-c. Letterhead and business cards may only be purchased with the approval of department management.

c. Letterhead and business cards may only be purchased through the County's approved printing contractors.

In addition, it is recommended that departments also adhere to the following:

1. The County seal and department's title, address and telephone number should be printed in the upper left corner of the letterhead.
2. The department head's name and title should be printed in the upper right corner. The names and titles of a department's other management, professional or supervisory employees may also be printed in the upper right corner, if the department head so desires.

Amended by Board of Supervisors 11/25/97, and 9/15/00 and 5/23/23

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