

DATA



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This is the format established by University Relations with the new logo. All old formats and layouts are no longer available. For questions on the new logo and layout, you may refer to the University of South Florida Visual Identity Standards Manual, May 2003. A PDF of this guide can be downloaded from <http://www.usf.edu/ur/pub.html>. For more information, contact Marilyn Stephens, Publications Director, at (813) 974-9049.

Orders will not be processed without a P.O. or a P Card Number (Foundations will be invoiced)

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(cards are packaged 500 per box)

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WRITE LEGIBLY: Write characters, numbers and symbols exactly as you want them to appear.

- Name will be printed in caps/small caps. Title, Office, Program, College or Division will be printed in caps/small caps, **up to three (3) lines maximum** in the order shown below.
- The next lines of type list University of South Florida, the address and your office designation, City, State and Zip (as shown).
- The last lines of type are your phone, fax and e-mail address. A website address maybe included below the e-mail address.

A maximum of 45 letters and spaces may be used in each of the address and title lines.

Title: _____

Office/College: _____

University of South Florida

Address: _____

City, State, Zip: _____

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RENU KHATOR
DEAN, COLLEGE OF ARTS & SCIENCES

University of South Florida
4202 East Fowler Ave., CPR 123
Tampa, FL 33620-1234

(813) 974-1111
FAX (813) 974-2222
rkator@admin.usf.edu



KAREN CLARKE
ASSOCIATE VICE PRESIDENT
UNIVERSITY RELATIONS

University of South Florida
4202 East Fowler Avenue, ADM264
Tampa, FL 33620-6300

(813) 974-4014
FAX (813) 974-2888
kclarke@admin.usf.edu



KAREN CLARKE
ASSOCIATE VICE PRESIDENT
UNIVERSITY RELATIONS

University of South Florida
4202 East Fowler Avenue, ADM264
Tampa, FL 33620-6300

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FAX (813) 974-2888
kclarke@admin.usf.edu

