

Question and answer 002 – to RFSO # 14-82253

Question:

Do you know how many total different types of business cards, letterhead and other items would need to be available on the On-line ordering system?

Answer:

For business cards there are 7 different types of cards (A-1, A-2, A-3, F-1, F-2, F-3 and F-4) with various headings. For the letterhead and other items, there is P-4 letterhead, P-5 letterhead folded, P-5 & P-6 note paper, envelopes # 9, 10 and P5 (with various headings) and compliment slips (with various headings).

Question:

Should the paper stock of envelopes (No. 9, No. 10 & P5) be the same (Classic Crest 24lb – with Watermark) or the envelopes can be printed on White wove stock – 24lb. which is available standard paper stock.

Answer:

The paper stock for envelope # 9 and 10 must be the (Classic Crest 24lb – with Watermark), as for the envelope # P5 the paper stock white wove is acceptable.

Question:

Should these stationeries (P5 Letterhead, Complimentary Slip & P5 Notepaper) be submitted to DFATD in folded shape or flat?

Answer:

The letterhead P5 and Complimentary slip must be submitted in a folded shape. For the note paper P5, it must be submitted flat.