

Contact Details Template for Goldsmiths' Letterhead Paper

Please provide details for lines 1-5, as below and send to us with an authorised Design & Print Services order form (available from your budget holder/administrator).

Line One

Department/Centre/Unit/etc

Line Two

Telephone Number(s) for inquiries

Fax Number (Optional) for inquiries

Line Three

Head of Department Job Title(s)

Line Four

Head of Department Name

Line Five

E-mail Address for inquiries

Goldsmiths
UNIVERSITY OF LONDON

Department

T 020 1234 5678 F 020 1345 6789
Head of Department
Joe Bloggs
department@gold.ac.uk

Goldsmiths, University of London
New Cross London SE14 6NW
T 020 7919 7171 www.goldsmiths.ac.uk

The College's address, switchboard and website details make up lines six, seven and eight - these are already part of our artwork template.

A proof will be supplied for your budget holder's (or administrator's) approval before printing commences.