

CF OPERATING PROCEDURE
NO. 15-2

STATE OF FLORIDA
DEPARTMENT OF
CHILDREN AND FAMILIES
TALLAHASSEE, May 31, 2019

Documentation Management

STANDARD LETTERHEAD AND BUSINESS CARD FORMATS


1. Purpose. This operating procedure describes the department's standard letterhead and business card formats, and the standard return address element for the department's business envelopes.
2. Paper Standards. The standard paper size used in state government is 8 1/2 x 11.
 - a. Original Copy. Use white letterhead paper for the first page of a letter, letter report, or minutes of a meeting. Use plain white paper for the succeeding pages, if any.
 - b. Courtesy Copies or File Copies. Photocopy courtesy copies or file copies after the original copy has been signed (if applicable). Whenever possible, courtesy copies or file copies must be photocopied front and back to save paper.
3. Standard Letterhead Format. The format for printed letterhead paper and word processing letterhead templates will be found at the links listed in paragraphs a and b below. Other letterhead formats may not be used without prior written approval from the Office of the Secretary.
 - a. The headquarters letterhead format, including placement of the logo in color or black/white, names, address and mission statement, and type style and size are found at <http://eww.dcf.state.fl.us/webservices/stationery.shtml>.
 - b. The region or institution letterhead format, including placement of the logo in color or black/white, names, address and mission statement, and type style and size are found at <http://eww.dcf.state.fl.us/webservices/stationery.shtml>.
 - c. Use of telephone numbers in official letterheads is not authorized. When necessary to provide a correspondent a telephone number, include the number in the text of the letter.
 - d. The inclusion of names of incumbent officials on official letterheads, other than the names of the Governor, Secretary, Regional Managing or Institution Superintendent/Administrator, is prohibited.
4. Standard Business Card Format. Business cards used by DCF employees, including Career Service, SMS and SES employees, must follow the standard format shown in appendix A to this operating procedure. Other business card formats may not be used without prior written approval from the Office of the Secretary.

This operating procedure supersedes CFOP 15-2 dated July 7, 2015.

OPR: ASGO

DISTRIBUTION: A

5. Envelopes. Whenever practical, window envelopes will be utilized. The standard return address element to use on all envelopes is shown below.

 <p>FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES MYFLFAMILIES.COM</p> <p>Put Return Address Here Your City, Florida 12345-6789</p>

(Signed original copy on file)

CHAD POPPELL
Secretary

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL


Provided links to the current letterhead paper.

Standard Format for DCF Business Cards (Career Service/SMS/SES)

Example 1:

Employee's Name
Employee's Title

The address area has
room for up to 4 lines
of information


 FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES MYFLFAMILIES.COM	
John W. Doe General Services Manager	
1317 Winewood Boulevard Building 1, Room 202 Tallahassee, FL 32399-0700	Office: (850) 487-1952 Cell: (850) 501-8154 Fax: (850) 487-4682 lee.riggs@myflfamilies.com

The telephone number
area has room for up to
4 lines of information

Example 2:

Employee's Name
Employee's Title

The address area has
room for up to 4 lines
of information


 FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES MYFLFAMILIES.COM	
John W. Doe General Services Manager	
1317 Winewood Boulevard Building 1, Room 202 Tallahassee, FL 32399-0700	Office: (850) 487-1952 Fax: (850) 487-4682 lee.riggs@myflfamilies.com

The telephone number
area has room for up to
4 lines of information

Example 3:

Employee's Name
Employee's Title

The address area has
room for up to 4 lines
of information

 FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES MYFLFAMILIES.COM	
John W. Doe General Services Manager	
1317 Winewood Boulevard Tallahassee, FL 32399-0700	Office: (850) 487-1952 Fax: (850) 487-4682 christopher.goodman@myflfamilies.com

The telephone number
area has room for up to
4 lines of information


Template for Ordering DCF Business Cards (available in DCF Forms)

*(Find this template in DCF Forms by number "Business Card Template" [or any fragment],
or by title "Business Card Template" [or any fragment])*

To order business cards for Career Service/SMS/SES employees, complete this oversized card template for each employee, attach the completed template(s) to a purchase requisition, and submit the signed purchase requisition to your purchasing office. **PRINT LEGIBLY ON THE TEMPLATE OR TYPE.** The "address" area may have up to 4 lines of information; the "telephone number" area may also have up to 4 lines of information (including the employee's E-mail address on the last line).

	FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES <hr/> MYFLFAMILIES.COM		The telephone number area has room for up to 4 lines of information. E-mail address on last line
Name:			
Title:			
The address area has room for up to 4 lines of information		Office: _____	
		Cell: _____	
		Fax: _____	

Example: This example has 3 lines in the "address" area and 3 lines in the "telephone number" area.

	FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES <hr/> MYFLFAMILIES.COM		"Telephone Number" Area (put E-mail address on last line)
John W. Doe General Services Manager			
"Address" Area	1317 Winewood Boulevard Building 1, Room 202 Tallahassee, FL 32399-0700	Office: (850) 487-1952 Fax: (850) 487-4682 lee.riggs@myflfamilies.com	