

# T-Mobile Branded Retailer Stationery Ordering Process

## ***What stationery is available?***

- Business Cards
- Company Letterhead
- Envelopes

## ***Where can I find the approved Logo?***

You will find the approved templates and logos on: [www.rpsadtools.com](http://www.rpsadtools.com) This link will provide you with the template used for each type of stationery as well as paper grade, font and color specifications.

## ***What are the printing specifications for Envelopes and letterhead?***

### ***Paper Stock:***

- ❖ 70 or 80lb Cougar Smooth
- ❖ 10% recycled
- ❖ 98 Brightness

### ***Ink:***

- ❖ PMS 100% Magenta
- ❖ PMS 100% Cool Gray 10

### ***Font:***

- ❖ Arial 11pt.

## ***What are the printing specifications for business cards?***

### ***Paper Stock:***

- ❖ 100 lb Cougar Smooth
- ❖ 10% recycled
- ❖ 98 Brightness

### ***Ink:***

- ❖ PMS 100% Magenta
- ❖ PMS 100% Cool Gray 10
- ❖ Back of business cards are white

### ***Font:***

- ❖ Header: Arial 11pt.
- ❖ Sub Headers: Arial Narrow, 8pt.

## ***Where do I order the stationery?***

T-Mobile offers stationery for Branded Retailers on the KP Corp Website ([printplus.kpcorp.com/branding/limitedretailer/](http://printplus.kpcorp.com/branding/limitedretailer/)). This is the supplier used for all corporate printing, T-Mobile has passed its volume discounts to the Branded Retailers

## ***Do I need to submit my stationery order through PRM?***

Unless ordering stationery directly from KP Corp's website above all stationery must be approved via PRM prior to use. You'll need to provide a proposal from your vendor describing color, paper grade and all other detailed specifications required by TMO. Please follow the TMO published Co-op guidelines for content approval through PRM before placing your order.