Texas Tech Physicians.
of EL PASO

CLINICAL LETTERHEAD TEMPLATE GUIDE

The Texas Tech Physicians of El Paso brand uses a tier system for letterheads

There are two tiers for letterhead usage and are explained below:

TIER 1 : Parent Logo

Tier 1 letterhead with parent logo
may be used by the entire institution.

Texas Tech Physicians.
of EL PASO

Department | MSC XXXXX
Texas Tech Physicians of El Paso at XXXXXXXX
Address| floor/suite | El Paso, Texas 799XX
T: 915.215.0000 | F: 915.000.0000
eptexastechphysicians.org

10pt
Charter BT Pro

10pt
Charter BT Pro Bold

For stationery, you may use your Department / Service line logo on LETTERHEAD ONLY.

Texas Tech Physicians
of EL PASO
Department Name

Department | MSC XXXXX
Texas Tech Physicians of El Paso at XXXXXXXX
Address| floor/suite | El Paso, Texas 799XX
T: 915.215.0000 | F: 915.000.0000
eptexastechphysicians.org

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Charter BT Pro

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Charter BT Pro Bold

Letterheads - Transmountain Entity Departments

TIER 1 : Parent Logo

Tier 1 letterhead with parent logo may be used by the entire institution.

The following departments at the Transmountain location need
to include "**-Transmountain**" after their department name in the address line:

Family Medicine | Internal Medicine | Psychiatry

These three departments have their own separate chair and are
considered their own unique department at Transmountain location

Department - Transmountain | MSC XXXXX
Texas Tech Physicians of El Paso at Transmountain
Address| floor/suite | El Paso, Texas 799XX
T: 915.215.0000 | F: 915.000.0000
eptexastechphysicians.org

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TIER 2 : Department / Service Line Logo

For stationery, you may use your Department / Service line logo on LETTERHEAD ONLY.

If you use a Tier 2 Letterhead for one of the departments at Transmountain location listed below, you MUST include "**-TM**" after the department logo name in header AND "**-Transmountain**" after the department name in the address line:

Texas Tech Physicians
of EL PASO
Department Name - TM

Department - Transmountain | MSC XXXXX
Texas Tech Physicians of El Paso at XXXXXXXX
Address| floor/suite | El Paso, Texas 799XX
T: 915.215.0000 | F: 915.000.0000
eptexastechphysicians.org

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Charter BT Pro

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Charter BT Pro Bold