

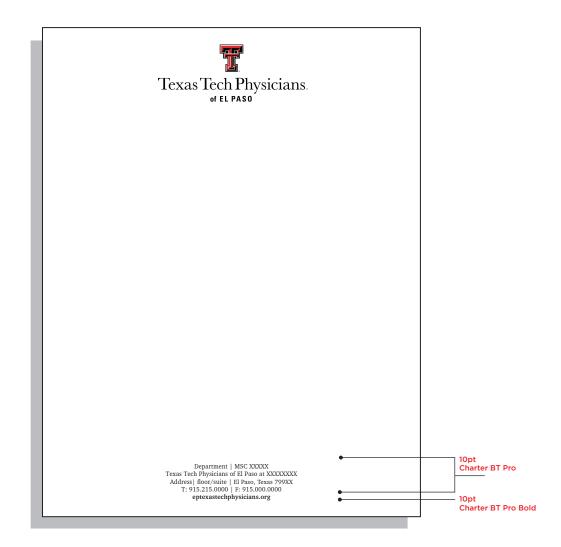
### CLINICAL LETTERHEAD TEMPLATE GUIDE

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:

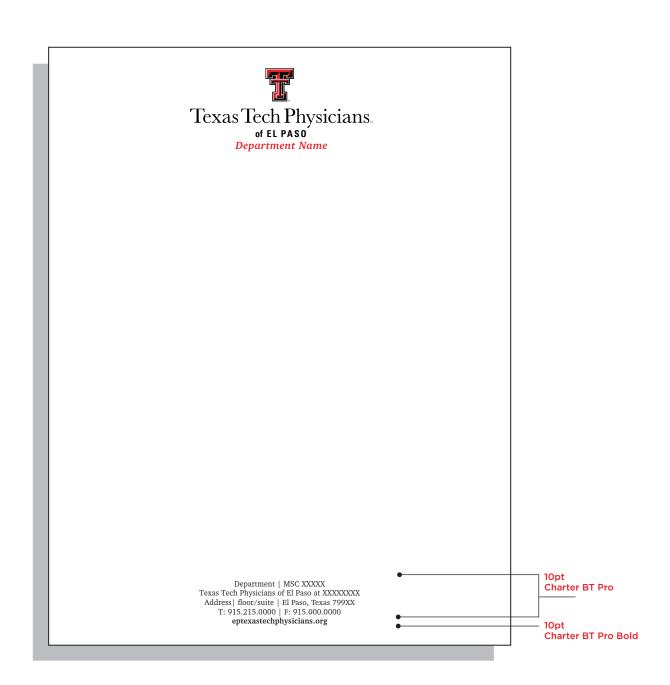
### **TIER 1: Parent Logo**

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



## TIER 2: Department / Service Line Logo

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



# Letterheads - Transmountain Entity Departments

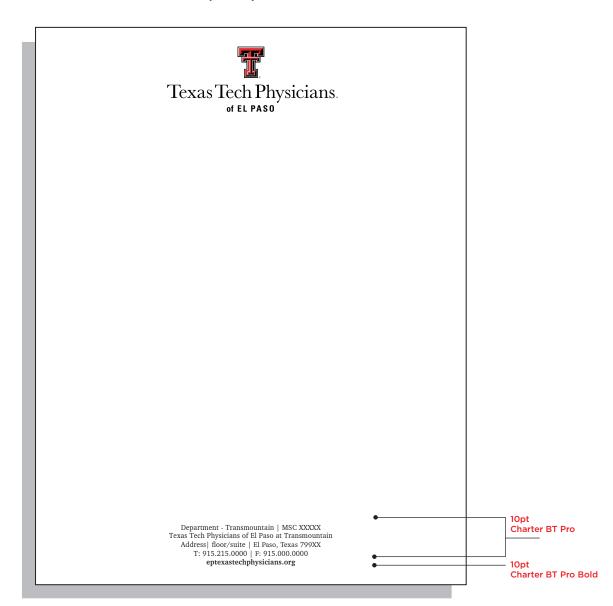
## **TIER 1: Parent Logo**

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



# **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:

