

CF OPERATING PROCEDURE
NO. 15-2

STATE OF FLORIDA
DEPARTMENT OF
CHILDREN AND FAMILIES
TALLAHASSEE, July 7, 2015

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. Printed letterhead paper and word processing letterhead templates must follow the standard formats shown in appendices A and B to this operating procedure. Other letterhead formats may not be used without prior written approval from the Office of the Secretary.
 - a. See appendix A for the sample headquarters letterhead format, including placement of the logo, names, address and mission statement, and type style and size.
 - b. See appendix B for the sample region or institution letterhead format, including placement of the logo, names, address and mission statement, and type style and size.
 - 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 C to this operating procedure. Other business card formats may not be used without prior written approval from the Office of the Secretary.

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



Put Return Address Here
Your City, Florida 12345-6789

(Signed original copy on file)

MIKE CARROLL
Secretary

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

Updated the mission statement appearing on letterhead paper.



State of Florida
Department of Children and Families

Rick Scott
Governor

Mike Carroll
Secretary

Appendix A to CFOP 15-2

Sample Headquarters Letterhead Format

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency



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Department of Children and Families

Rick Scott
Governor

Mike Carroll
Secretary

Appendix B to CFOP 15-2

Sample Region/Institution
Letterhead Format
(without Regional Managing Director's name)

This line will only be used if address requires 2 lines
On this line, insert address provided by region (font Arial 10)

Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency



State of Florida
Department of Children and Families

Rick Scott
Governor

Mike Carroll
Secretary

Mary Jones
*Regional Managing
Director*

Appendix B to CFOP 15-2

Sample Region/Institution
Letterhead Format
(with Regional Managing Director's name)

This line will only be used if address requires 2 lines
On this line, insert address provided by region (font Arial 10)


Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

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	