

Dean Dolan Letter Formatting & Signature Requests

Questions about signature requests should be addressed to:

Audra Asher, Dean Dolan's Assistant

Letter Formatting

- Font: NewsGoth BT, 12 pt (a smaller font size may be used to fit text, if necessary)
Top Margin: 2 inches (in line with the top of the logo)
Bottom Margin: 1 inch
Left Margin: 1 inch
Right Margin: 1 inch
- **Please use NewsGoth even if you are printing the letter on your institute's letterhead or the University seal letterhead. You may contact the HelpDesk to have the B-School fonts installed on your computer.**
- Dean Dolan's signature block on Dolan B-School stationery should read:

Robert J. Dolan

- Dean Dolan's signature block on non-Business School letterhead (such as institute or University seal letterhead) and/or letters for publication should read:

**Robert J. Dolan, Dean
Stephen M. Ross School of Business**

- The address block for the Dean:

**Robert J. Dolan, Dean
Stephen M. Ross School of Business
University of Michigan
701 Tappan Avenue
Ann Arbor, MI 48109**

- Letters regarding info on events/meetings should include a contact person and phone number somewhere in the letter (i.e. "Please contact Jane Doe at 764-1111 for more information"). Frequently, recipients of letters from the Dean will use the letterhead phone number to call but many times we are unable to answer requests for clarification or details when the letter was generated from another area.

Signature Requests

- If you have a deadline for a document that requires the Dean's signature, please contact Audra Asher, Dean Dolan's Assistant, in advance to make sure the Dean is available to sign within your timeframe. Anything requiring his review or approval that may result in edits and/or questions from the Dean may delay turnaround time, so please plan your signature requests accordingly.
- The Dean's Office understands there are times when materials are time sensitive, and we are happy to process signature requests throughout the day. Unless the Dean is unavailable, documents received by 2:00p should be available for pick up the next business day. Audra Asher, Dean Dolan's Assistant, will contact you when the documents are signed. **Please include the full name and phone number of the person to be contacted when the letters are signed.**
- The Office of the Dean reserves the right of editorial discretion.