Place

Logo

Here

**Company Name**

Company Address

City, State Zip

Contact Name and Title

O: (123) 456-7890 C: (123) 456-7890

Email Address

Web Address

COMPANY INFORMATION

IMPORTANT: Please do not resize this box, margins of .5 inch must be maintained or copy may not be readable due to bindery process.

Highlight “Company Name” and type your Company’s Name.

Highlight “Company Address” and type your Company’s Address.

Highlight “City, State Zip” and type your Company’s City, State Zip.

Highlight Contact Name and Title and add your company’s contact name and title

Highlight “O:” and type your Company’s Phone Number. Highlight “C:” and type your Company’s Contact Cell Number.

Highlight “Email Address” and type your Company’s Email Address.

Highlight “Web Address” and type your Company’s Web Address.

Delete “Place Logo Here” box and Place your Company’s Logo in that area.

Highlight “Company Information” text and type your Company’s Information.

Save document as a BEST FOR PRINTING PDF for submission.