**Template Details:**

This template includes the same colour header and footer throughout.

The template has margins of: Top - 1.75”; Bottom - 1”, Left - .75”, Right - .75”

The template includes branding in the header - this appears faded when working with the document, however appears solid when printing or saving in PDF format - as well as a branded footer with hyperlinks for the email and web site URL.

The only stylesheet used in this document is the Body Text style.

This letterhead has been created for **electronic purposes ONLY.** If printing is needed, use black & white letterhead.

Second page

Third page