Please note, the footer is a place holder for you to customize your office address, phone and fax.

You can include as much or as little information as you prefer. If you do not wish to have the contact information included, simply delete the text box. Calibri (font size 11) is our standard typeface; please use it in all documents, as it is important for maintaining our brand integrity.

If you are writing a letter or a more formal piece, please use Times New Roman (font size 11).