

40 mm

14 mm

43 mm

18 mm

50 mm

25 mm

Registered mail
X
Sample Company LTD.
David Example
000 Sample Street
X
00000 Sample Town
X
X
X
Your reference NCR 003456
Your message date Month 00, 0000
From Jse
Telephone +00 000 000 0000
Fax +00 000 000 0000
E-mail joe.sample@abc.xy
Date Month 00, 0000
X
Subject
X
X
Dear Mr. Example
X
Ommy nis dit iriureet nit wisi tem dolortio coreetum iniam, consequised er aute consectem inibh euip eugait wismolor irit nim doloreriurem dolut at. Dit num ing esectet et volorer aesequis dolore tis nosto dolortis aute dolor autpati onsequisim do core modipsum am niat. Ut wis num dignim il illutpat nulput ing etue tie feuis exero odigna facing estie eu facing esenim verit acin ver sim ex el iuscidui esectet consed tat.
X
Pis at vent euquerosto ent aliquisim do consequat, quat volore magnim dolenis alisim init ut laore et velisimod magnibh essis alisi bla at, sum dolent alit amet wis nim iriure magna feum zzriurem in elit et alit autpat. Ut niamcom modoloborem init laortis moloborem vel del utpatie molorem irilis alis diamet dolobor percips uscilit il iriure magna atummy niatie te feugiam vulla feupit laore ver se do doloreet ullutat, sequis at lupate dolore et wis aliquat aute minci eugiam, quis ex esectet, si blam, quam nostio et, suscilla con vel ullupat. Ut wis ad dolum diat. Ut praesto odit dolor augait iureetu eriuere magnisim quamet, corem et niat nostrud ea consecte magniametuer aliquis nonumsan ullut do con exercillan vercililit ulput dolupat velit at accum esectet, vel doloborperos auguerit lupat ulla consequis nonsequat. Ut alis aut praesto conulputpat vullupt atetum ea feuisit incin ero odolore diam in vero eliquat.
X
Obore conullutpat. Ut dit numsandipit la feuis nonsenit lor sequam ipsusci blaorem del eummodo odit incidui ssequat, quisit autat vent praesto core tie tis nonse corperiuscip ea conse eratum dolorperosto diam ipisil utatum autat.
X
Yours sincerely,
Legal company name
X
X
X
X
X
Joe Sample
Position

Leslie Sample
Position

11 Parklane Avenue, Parktown, Johannesburg | P.O. Box 2694 Houghton, 2041 | Tel (+27) 011 647 4400 | Fax (+27) 011 484 6122

Logo reproduced correctly with enough space from the paper edge. Approximately 18 mm from the top and 14 mm from the right.

The NCR logo is in both corporate colours and its size is 43 mm x 23 mm.

Body Copy
Myriad Pro - Light
or Arial - Regular
Size: 10 pt
Leading: 12 pt

Contact Details & Address
Type Face: Myriad Pro - Regular
Size: 8 points
Colour: Pantone Cool Grey 9 C

Please note the measurements and margins as shown alongside. Any template using the letterhead should closely follow these guides.

Do not try to reproduce the letterhead from this guide - use only the official artwork as supplied on the CD ROM.

Printing Guidelines

The recommended stock for letterheads is Conqueror 90 gsm and for follow-on sheets, Bond 90 gsm should be used.

Master Page

This is the master page for all official stationery. It may not be printed on desktop printers due to colour variations. After the master page, the document can be continued on the follow up pages.

Typography Guidelines

When typing a letter, the following guidelines must be used:

Body text

Font: Myriad Pro - Light
or Arial - Regular

Size: 10 pt

Leading: 12 pt