

STATIONERY TEMPLATE USER GUIDE

HOW TO CREATE NEW STATIONERY

How to update your details

1. Download a copy of the letterhead or business card template. Remember to select the letterhead template applicable to your situation, based on whether you require the Limited Liability disclosure statement.
2. Open the file in Adobe Acrobat. You can download a free version of Adobe Acrobat Reader at <https://get.adobe.com/reader/> if you don't already have the program.
3. Fill in your details by editing the copy in the blue sections.

**JOHN CITIZEN
ACCOUNTANTS**

Certified Practising Accountants

P (03) 1234 5678
info@companyname.com.au
www.companyname.com.au
Level 1 / 123 Sampleville Blvd,
Sampleville, Victoria 1234
ABN 12 1234 5678 789

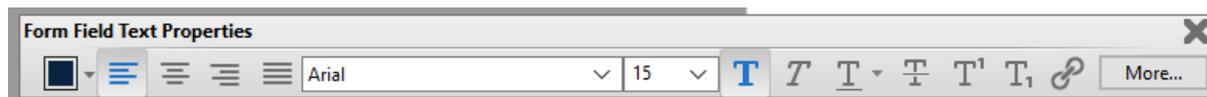
Font size: 15 pt

Font size: 7 pt



This firm is a
CPA Practice

4. If you'd like to change the font or text properties, hold down **CTRL E** and the following box will appear on your screen:



You can use your own brand's font if you have one, or use the default font in the template, Arial. The recommended font size for Arial is 15 pt for your practice name, and 7 pt for your practice details.

How to print

Once you've updated the template with your practice details, save a copy to a USB and take it to your local printer. To get the best results, always specify the PMS colours for the Public Practice Logo.

CPA BLUE

COATED STOCK
PANTONE® 661C

UNCOATED STOCK
PANTONE® 662U

CPA YELLOW

COATED STOCK
PANTONE® 123C

UNCOATED STOCK
PANTONE® 109U



How to include your business logo

To include your business logo on stationery along with the Public Practice Logo, contact your local printer to design. For example, Officeworks have an online stationery design service. Please refer to the stationery examples as a guide and ensure you maintain the area of exclusion around the Public Practice Logo.

The Public Practice Logo's area of exclusion is half the width of the yellow crest panel as shown below. No other copy, logo or design is to encroach in this area.

