



USBC Association Letterhead & Envelope Templates

You can now print your own consistently branded association letterhead and mailing envelopes!

Simply download the templates and replace the logo placeholder with your officially branded association logo and edit the text placeholder with the appropriate information for your association and/or director. *Check with your Regional Manager if you don't have an official logo or are uncertain your logo meets brand requirements.

To edit content in either template simply double-click in the area where the header is located (see below).

Letterhead

The letterhead template is divided into a header and a main body. The header area contains a date placeholder (March 15, 2005) and a recipient address (Ms. Helen Jones, President, Jones, Jones & Jones, 123 International Lane, Boston, Massachusetts 01234). The main body contains a salutation (Dear Mr. & Mrs. Bowler) and a large block of placeholder text. The USBC logo and association name are positioned at the top left, and the association name is repeated vertically on the right side.

Header

March 15, 2005

Ms. Helen Jones
President
Jones, Jones & Jones
123 International Lane
Boston, Massachusetts 01234

Dear Mr. & Mrs. Bowler

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi ut nisi lobortis, tempor risus eget, rhoncus velit. Nulla consectetur velit non elit aliquet, eu suscipit felis ultrices. Morbi rutrum fringilla nisi. Fusce et suscipit lacus, ut maximus nibh. Donec in ipsum eget lorem molestie semper. In aliquam ligula velit, quis rutrum lacus finibus feugiat. In a tincidunt mi, a bibendum arcu. Phasellus id dictum odio. Integer leo urna, egestas sagittis elit quis, tristique suscipit leo. Sed ex elit, blandit eu lobortis iaculis, posuere vitae ex. Donec a felis tortor. Aenean eget est eu ipsum interdum mollis. Donec aliquam velit lectus, a efficitur augue pharetra fermentum. Nulla euismod accumsan ante, at tempus libero sollicitudin vel. Integer vitae mattis magna. Interdum et malesuada fames ac ante ipsum primis in faucibus.

United States Bowling Congress

Envelope

The envelope template features a header area with the USBC logo and association name on the left, and a recipient address (1234 LOCAL MAIN STREET, BIGTOWN, TX 12345) on the right. A footer area is located at the bottom left. The association name is also repeated vertically on the right side.

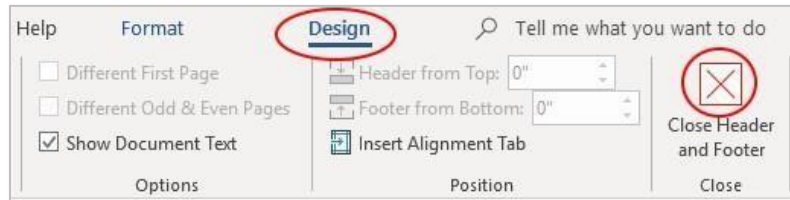
Header

1234 LOCAL MAIN STREET, BIGTOWN, TX 12345

Future for THE Sport.

Footer

After editing the placeholders with your logo and appropriate association information simply close the header by clicking "Close Header and Footer" located under the "Design" tab, which should be open at the top of the document (see below).



After closing the Footer, save each document with a desired file name and in an appropriate folder.

You will not need to open the Header again unless that information or logo changes. The content of your letter can be edited without opening the header and we suggest saving each letter with a unique file name for each use.

NOTE: Don't be confused by the Latin used in the content of the original letterhead template. Our Creative Team likes it as a neutral placeholder. You may use any other language desired; English may be a good choice!

