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| |  | | --- | | This is a great spot for a mission statement  You can use this fresh, professional brochure just as it is or easily customize it.  On the next page, we’ve added a few tips (like this one) to help you get started.  (By the way, to replace a photo with your own, just right-click it and then choose Change Picture.) | |  | |  | |  | |  |  | |  | | --- | | [Recipient Name] [Address] [City, ST ZIP Code] | | **[Company Name]**  [Street Address] [City, ST ZIP Code] | |  | |  | | --- | | Your Company Brochure  A brief description or your company tagline would work well here | |  | | Sample  photo showing the side and rooftop windows of a large building. | |  | |  | |

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| |  | | --- | | Sample photo showing three people in a fashion-related design office. | | Make It Yours If you think a document that looks this good has to be difficult to format, think again!  We've created styles that let you match the formatting in this brochure with just a click. On the Home tab of the ribbon, check out the Styles gallery. Customize in Almost No Time To try out other looks for this brochure, on the Design tab of the ribbon, check out the Themes, Colors, and Fonts galleries.  Have your own company fonts or colors? No problem! Those galleries give you the option to add your own. | | |  | | --- | | “Your company is the greatest. I can’t imagine anyone living without you.”  - **Very smart customer** | | We know you could go on for hours about how great your business is. (And we don’t blame you—you’re amazing!)  But since you need to keep it short and sweet, here are a few suggestions of what you might include… Focus on What You Do Best You might try a summary of competitive benefits at left and a brief client success story or some of those glowing testimonials here in the middle.  The right side of this page is perfect for a summary of key products or services. | |  | Key Offerings Don’t be shy! Show them how fabulous you are. List or summarize key points here about what you do. And here’s one more tip for the road…  If you replace a photo with your own and it’s not a flawless fit for the space, you can crop it to fit in almost no time. Just select the picture and then, on the Picture Tools Format tab, click Crop. Key Clients You might want to mention a few of your most impressive clients here:   * Big, important company * Really well-known company * Very impressive company  Contact Us **[Company Name]**  [Street Address] [City, ST ZIP Code]  [Telephone]  [Email Address]  [Web Address] |
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