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| |  | | --- | |  |  This would be a great place 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. To replace any tip text with your own, just click it and begin typing.  (By the way, to replace a logo with your own, just right-click it and then choose Change Picture.) |  | |  |  |  | | --- | --- | --- | |  |  |  | |  |  |  | | [Recipient]  [Street Address] [City, ST ZIP Code] | [Website]  [Email] |  | | [Company Name]  [Street Address] [City, ST ZIP] | Tel [Telephone]  Fax [Fax] |  | |  | |  | | --- | | [Company Name] | |  | | Products and Services | |  | |

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| 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. * To customize the look just as easily, on the Design tab of the ribbon, check out the Themes, Colors, and Fonts galleries.  Company-branded colors & fonts?  * No problem! Those galleries give you the option to add your own. |  | So what do you include in a brochure like this? 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, maybe try a summary of competitive benefits at left and a brief success story here in the middle.  The right side of this page is perfect for those glowing testimonials and a list of key products or services. |  | Don’t be shy! Show them how fabulous you are. “Your company is the greatest. I can’t imagine anyone living without you.”  —Very smart customer  “This style is named Quote but you can also use it to call attention to an important piece of info.”  —Your friends in Word What you offer:  * Product or service * Product or service * Product or service * Product or service  Your most impressive clients:  * Big, important company * Another really well-known company |