**Letter Head Update:**

Objective – to update the standard Ebco letter head so that is more current (2006 was 8 years ago!).

**Top header:**

1. Delete 1956 and 2006. Put “**Est. 1956**” on right side of Ebco log.

2. Delete “Celebrating 50 years in business”. Replace with “**Quality \* Capability \* Experience**”. Use bullet points to separate words.

**Bottom header:**

1. On bottom page, delete 2006 Export Award winner logo. Move the ISO logo to the right side.

Create a second page and above design (does not put address on the bottom – only keep the logo on the top).