**Stationary Specs for HighStreet**

Font: Calibri

Pantone for Green: 370c

For more information on North American paper sizes – see <http://www.designersinsights.com/designer-resources/north-american-paper-envelope-sizes>

Content Information for Company:

14131 23rd Avenue NW

Edmonton, AB T6R 0G4

Phone: 790.431.1500

Fax: 790.431.1700

Toll Free: 895.425.3488

Email address: state@highstreetinsurance.com

Website: www.highstreetinsurance.com

**#1 Business Card:**

Design can be either vertical or horizontal

W: 3.5”

H: 2”

Card should include the following information:

Stuart Tate, BA, CRM

President & CEO

14131 23rd Avenue NW

Edmonton, AB T6R 0G4

Phone: 790.431.1500

Direct: 790.431.9999

Fax: 790.431.1700

Toll Free: 895.425.3488

Email address: state@highstreetinsurance.com

Website: www.highstreetinsurance.com

**#2: Letterhead**

Letter size 8.5” x 11”H

Letter head should include the following information:

14131 23rd Avenue NW

Edmonton, AB T6R 0G4

Phone: 790.431.1500

Fax: 790.431.1700

Toll Free: 895.425.3488

Website: www.highstreetinsurance.com

**#3: Cover and Back Page for proposals**

Page size 8.5” W x 11” H (per page)

Front Cover should include the following copy

(sample from old company below. Do NOT use the apples & oranges image).

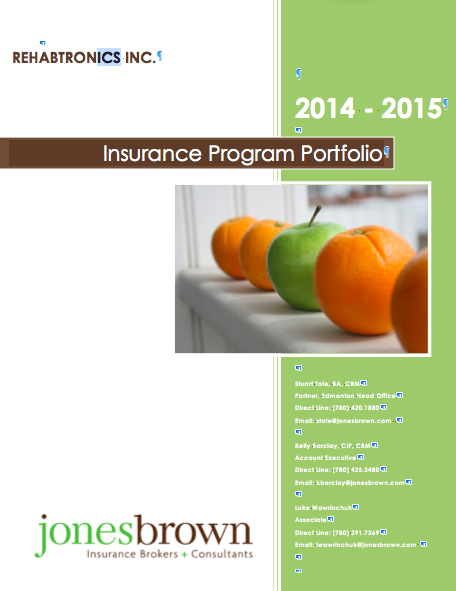
HighStreet Logo

Client Name (in sample it is Rehabtronics Inc)

2014-2015

Company Information (address, phone and website)

Space for 2 peoples contact information (in sample it is Kelly & Stuart)



Back Cover should include the following information

14131 23rd Avenue NW

Edmonton, AB T6R 0G4

Phone: 790.431.1500

Fax: 790.431.1700

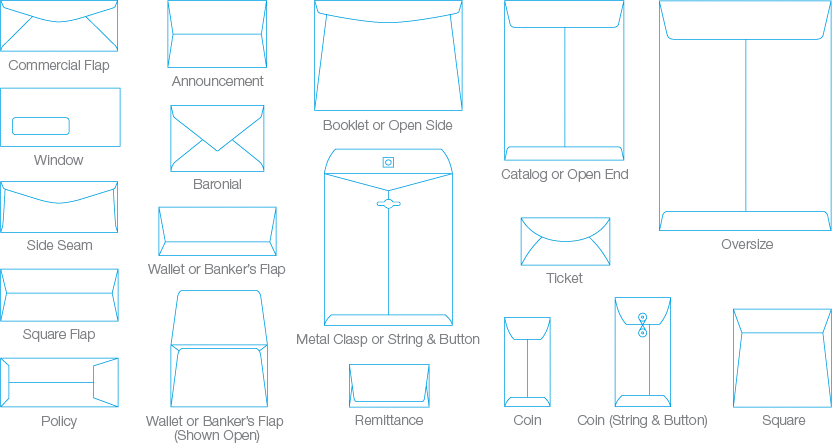
Toll Free: 895.425.3488

Website: www.highstreetinsurance.com

**#4: Envelopes**

Commercial flap style only

Commercial Flap: 3.875” x 8.875”



**#5: Thank You Card + Envelope**

10.5 cm x 15 cm

**#6 Presentation Folder**

Standard 9” x 12” Folder



* Location of Pockets: **Left, Right**
* Number of Panels: **2**

**#7 Email Signature**

Sample :

