



**Company Name**

Toll Free: 888-555-1234

[www.website.com](http://www.website.com)



## Your Personal Virtual Assistant

Your personal virtual assistant. Insert body text here. Select this text and delete it. Then enter your text. The text for this fact sheet will flow to the second column on this page and then flow to page two.

This paragraph is formatted with the style "Body". The first line of the paragraph will indent.

You can insert pictures in the left column. If you don't have a picture, find and download a low-res picture from [www.inzones.com](http://www.inzones.com). To insert a picture, delete the picture in the box to the left then click the insert picture icon.

### Modify Company Name

Change the Company Name at the top to your Company name. You may also want to change the Company Name and address in the last paragraph on the next page.

Modify the footer on this page with your Company Information by selecting View/Header and Footer. Press the down arrow to access the Footer section. When you have completed your edits select View/Header and Footer again to return to the main page.

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After you have updated your Company name you may want to save this document as a template.

To turn this document into a template select File, Save As and then choose Document Template (\*.dot) from the Type drop down menu and save the template. Make up a name such as "My Company Sales Sheet". You may want to create a new folder for InZones templates in your Templates folder. To use the template again, select File, New. Select the template from the list of templates.

### How to Use this Template

The sales template is suitable for

- Sales Sheets
- Fact Sheets
- Data Sheets
- One-page brochures
- Product Info
- Company Overview
- Quarterly Reports
- Corporate Backgrounder
- Management Bios
- Flyers

The template is designed to be printed on an inkjet or color laser printer on two sides. We recommend that you use a bright white heavy weight paper.

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Company Address  
City, State, Zip  
phone: 1-888-555-1212  
fax: 939-555-1212  
www.website.com