|  |  |
| --- | --- |
| Address | Suite # | xxx.xxx.xxxx |
| City, ST ZIP | www.ajg.com |
| USA or Canada |  |

Branch letterhead should contain information at branch level (main branch #, main branch address, etc.) Letterhead should not include a division name, niche name or an individual’s name or information. Font and/or size of information within the address block above should not be changed in any way.

The letterhead will show yellow highlighting to indicate what areas you have access to in order to type. Your document should be printed or turned into a PDF before sending to a client and the highlighting will not show.

To turn off the highlighting while you are working in the document:

Click on Developer > Restrict Editing > (right side panel) uncheck the “Highlight the regions I can edit” check box.

**Please Note:** Electronic letterhead is to be used as provided. Per company policy, the header and footer cannot be altered or changed in any way.

For your convenience, we have included styles that have been formatted for spacing, color, font, etc. See the Styles toolbox on the Home tab.