**Highlight this body text and replace it with your own.**

This template contains Background Graphics.

Make sure to turn them off before printing. You can do so by following these steps:

**Word ‘07**

Click the WINDOWS button (top left corner), Click WORD OPTIONS (bottom right corner of drop down), Click DISPLAY, Under PRINT, the bottom section on the right, remove the check mark from PRINT DRAWINGS CREATED IN WORD

**Word ‘10**

Click FILE, Click OPTIONS, Click DISPLAY, Under PRINT, the bottom section on the right,

remove the check mark from PRINT DRAWINGS CREATED IN WORD

If you have additional questions about our templates, please call us at

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Please delete these instructions before printing.

**We recommend printing a test proof before printing multiple copies**

