

Company
Logo
Here

PHONE NUMBER HERE

The Headline (Bold, 14 point font – Title Case)

The subhead goes here... (Italics, 12 point font – Sentence Case)

CITY, State – Date, 2013 – Company today announced.... (11 point font, 1.5 paragraph spacing)....

The new **XYZ**... (note value proposition here, availability of service, or other points of significance)

“Quote your executive here....,” **says Name, Title, Company.** (discuss the news and what this means for your company and your customers)

Additional quote here... (possibly from vendors, distribution partner, customers, etc. These quotes can precede your company quote if it makes for a better read)

For more information about **XXXX**, please contact **XXXX** at **Phone** or **Email**. Follow **Company** on Facebook and Twitter at **URL** and **URL**.

About Company

(This section is commonly called “the Boilerplate.” It is equivalent to the “About Us” section of your website. It’s just a few sentences noting the company and what your value proposition is. Include your web address at the end.)

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Press Contact:

Name
Phone
email

QUICK TIPS:

- Remember to remove the yellow highlight.
- Use black Times New Roman or Arial font throughout.
- Proofread the copy!
- Post final to your website, then use link for social media.

Add Company’s Address and Phone Number Here