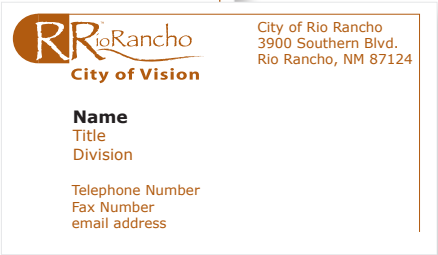
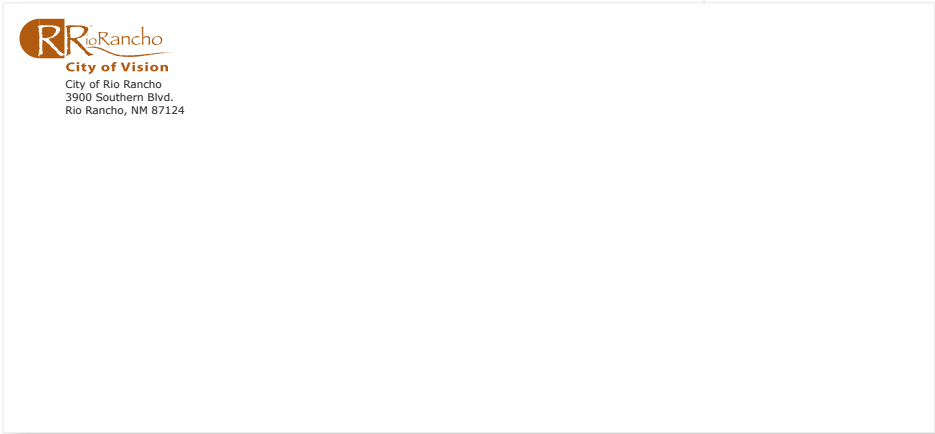
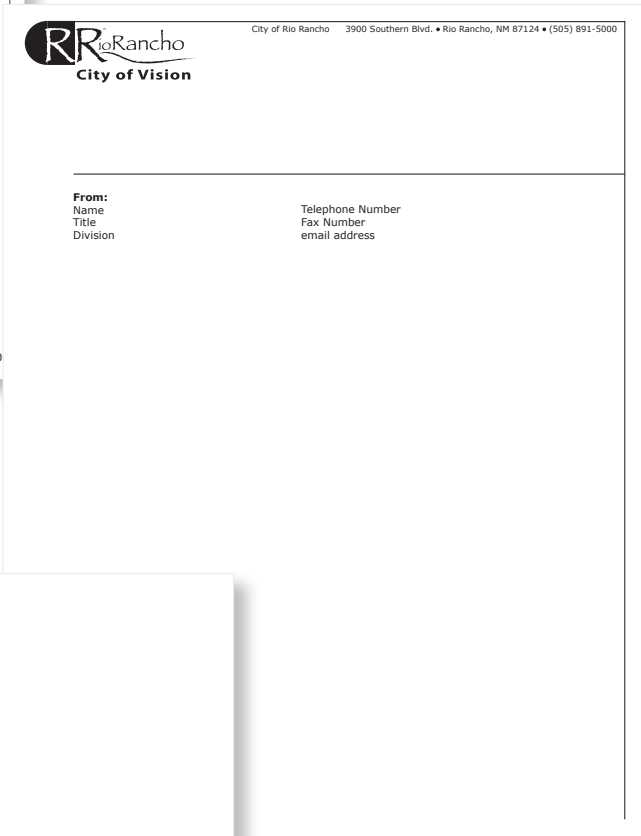


Logo Usage on print formats



The official stationery set of the City of Rio Rancho is comprised of letterhead, business card, fax correspondence and #10 envelope.



Fonts

The official Font for the City of Rio Rancho is Verdana. The reason Verdana was chosen is because it is available on a wide range of platforms and mediums. It was important to choose a font that not only related to printed material but to the internet as well. Most browsers support Verdana and almost every computer has it loaded. (If you need the font Verdana please contact the City of Rio Rancho IT department.)

Verdana will be used in all printed, faxed, stationery and web materials.

Please see the following standards for correct sizes.

Verdana 10 pt. text over 12 pt. leading.

Verdana 12 pt. text over 14 pt. leading.

Letterhead standards on 8.5" x 11".

		Margin 1.5"	Margin 3.25" (approximately)
Margin 1"	Name Address City, State Zip 1 return Date 1 return TO Address City, State Zip 2 returns	Return Address Date Inside Address	All address and body text is Verdana 10 pt. type with 12 pt. leading. This may be altered to 12 pt., over 14 pt. leading if so desired.
	Company:	Salutation	
Indent of .138"	Putat lortion vel erat, vel ea feui bla commole sequis accum nim irit, cor ilisi. Acil iure commod exerat landre veliquat at, velendiamet aut aci bla facinci blaorem ilis atem dolutem exero od mod deliquisit, sed etum dit amet dio od tinis augue feuguer sisid ad tat acilis atuercilis aliquat. 1 return		Margin .5"
Indent of .138"	Na corpero diat adip etum nullaore ver sim illan henisl dolut lummy nullum venibh ex eu faccum andrem delis ex eugait ip etum iril il ullaore dolore venibh essequat do od tie commy num velenim numsan hendre diamet am, quamcon sequip ex eros diat la consed tie tie modiam num quisi. er susto consent in utat dolore consequisim vel ea feumsan eu facip et eu faccumsan utat. Lobor adignim iriliqui te tat veliquam iriusto commy nim ipisl eum eugue commy nisciduipis atuer inim voloreet, volorem dolor si. 1 return		
Indent of .138"	Ibh eros ea ametumm oloreet dolorpero odo odolore facillu ptating eum irit iure feuis nostin ut diam quat adit dit iuscipit alis nulputat venim vel do eugait enisl ipsuscip exero erostrud tie tatum ipis dolorpe rostisci blandrero od magna con ut nullaorem iuscincin henit aliscilit am ver in velessim velenim velendigna feui 1 return		
3 returns	Sincerely,  Name Enc: 2	Closing Signature Typed Name Abbreviation	
	Margin .625"		
City of Rio Rancho • 3900 Southern Blvd. • Rio Rancho, NM 87124 • (505) 891-5000			

Memo/Fax standards on 8.5" x 11".



City of Rio Rancho • 3900 Southern Blvd. • Rio Rancho, NM 87124 • (505) 891-5000

Margin 3.5"
(approximately)

All address and body text
is Verdana 10 pt. type with
12 pt. leading. This may be
altered to 12 pt. over 14 pt.
leading if so desired.

Margin 1"

TO
Title
Division
Fax Number
Number of Pages included in this Fax

2 returns

From:
Name
Title
Division
Telephone Number
Fax Number
email address

2 returns

Indent of .138"

Putat lortion vel erat, vel ea feui bla commole sequis accum nim irit, cor ilisi.
Acil iure commod exerat landre veliquat at, velendiamet aut aci bla facinci blaorem ilis atem do-
lutem exero od mod deliquisit, sed etum dit amet dio od tinis augue feuguer sisis ad tat acilis
atuercilis aliquat.

Margin .5"

Indent of .138"

Ibh eros ea ametumm oloreet dolorpero odo odolore facillu ptating eum irit iure feuis nostin ut
diam quat adit dit iuscipit alis nulputat venim vel do eugait enisl ipsuscip exero erostrud tie tatum
ipis dolorpe rostisci blandrero od magna con ut nullaorem iuscincin henit aliscilit am ver in velessim
velenim velendigna feui

1 return

Sincerely,

3 returns

Signature

Name

Envelope standards

Margin .1875  City of Rio Rancho 3900 Southern Blvd. Rio Rancho, NM 87124 Margin 3.5" approximately	Return address is Verdana 8 pt. with 9.6 pt. leading. Margin 1.5" approximately All address and body text is Verdana 10 pt. type with 12 pt. leading. This may be altered to 12 pt. over 14 pt. leading if so desired. City of Rio Rancho Business Registration Application 3900 Southern Blvd. Rio Rancho, NM 87124
---	---

In the event a logo is in use on a larger or smaller mailing envelope the logo is always in use in the upper left hand corner with return address following. Please use the x-spacing guides on page 5 for placement from the edge of a mailing envelope. (Note the exception to the 2X spacing is in effect for an address following the logo then it is only 1X.)

 City of Rio Rancho 3900 Southern Blvd. Rio Rancho, NM 87124  City of Rio Rancho Business Registration Application 3900 Southern Blvd. Rio Rancho, NM 87124	 City of Rio Rancho 3900 Southern Blvd. Rio Rancho, NM 87124 City of Rio Rancho Business Registration Application 3900 Southern Blvd. Rio Rancho, NM 87124
--	---

Sample

Sample