

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

*Company Name*  
*Address*  
*District/Town*  
*Town/County Postcode*  
*Phone:*  
*Fax:*

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

*Company Name*  
*Address*  
*District/Town*  
*Town/County Postcode*  
*Phone:*  
*Fax:*

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

*Company Name*  
*Address*  
*District/Town*  
*Town/County Postcode*  
*Phone:*  
*Fax:*

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

*Company Name*  
*Address*  
*District/Town*  
*Town/County Postcode*  
*Phone:*  
*Fax:*

Name  
Company Name  
Company Address  
District/Town  
Town/County   Postcode

Name  
Company Name  
Company Address  
District/Town  
Town/County   Postcode

Recipient  
Company  
Address  
District/Town  
Town/County   Postcode

Recipient  
Company  
Address  
District/Town  
Town/County   Postcode

Name  
Company Name  
Company Address  
District/Town  
Town/County   Postcode

Name  
Company Name  
Company Address  
District/Town  
Town/County   Postcode

---

Recipient  
Company  
Address  
District/Town  
Town/County Postcode

Recipient  
Company  
Address  
District/Town  
Town/County Postcode