



4-1 fl., 439 Ba Ter Road  
Section 2,  
Taipei, Taiwan.  
Telephone : 27 72 46 26

AboutFood  
Basic Stationery  
Related Items  
and  
Merchandise



# AboutFood Stationery & Merchandise



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Section 2,  
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Name  
Title  
Company Name  
Address  
Address  
Address

Day Month Year

Salutation,

This letter demonstrates the format for all correspondence for the European Chamber of Commerce Taipei. Frugiter is the recommended typeface for all correspondence. Name and title are in Bold. All type is set at 11 pt with 14 pt leading.

The top margin is set at 90mm from the top of the paper, left margin is 30 mm and the right margin is 30 mm. Follow this format for a consistent and professional look to all correspondence produced by the company.

If the font Frugiter is not available, you may substitute it with Arial.

Yours Sincerely,

Name







ABOUTFOOD SERVICES STRICTLY PRIOR RESERVATION ONLY.  
PLEASE CALL AT YOUR EARLIST TO ALLOW US TO PREPARE AN  
UNFORGETTABLE MENU ...

