

Guide to Templates and Instructions for CISV Stationery

For anyone wishing to develop their CISV stationery for local use, the following templates are available for download. Each template is accompanied by an Instruction Sheet as a PDF. There are full colour versions, 2 colour versions and black and white versions.

There are separate templates for Letterheads, Compliments Slips and Business Cards that can be given to printers with your address information or used in-house. The templates are in Quark Xpress as this is the most popular DTP package globally and is available to most printers and designers. If, however, you do not have access to Quark Xpress then the instructions give detailed guidelines and precise measurements for developing or adapting stationery in other applications (e.g. Adobe Indesign). There is also a Microsoft Word template for simple admin stationery.

The templates are provided in ISO (A sizes) and US Letter formats.



A4 l/hd full col template.qxd
A4 l/hd full col instructs.pdf



US l/hd full col template.qxd
US l-hd full col instructs.pdf

A4 2 col artwork template.qxd
A4 2 Col L-hd instructs.pdf

US 2 col artwork template.qxd
US 2 col artwork instructs.pdf

A4 lhd b/w template.qxd
A4 l-hd b-w instructs.pdf

US l/hd b-w template.qxd
US l/hd b-w instructs.pdf

Compliments Slip template.qxd
Compliments Slip instructs.pdf

Business Card template.qxd
Business card instructs.pdf