

### LDG Graphics Standards

Please adhere to the following Graphics Standards

- In all documents that are to be sent out as a PDF, the LDG logo/address, etc. should be in the upper left hand corner of the page, ½" from the top of the page and ½" from the left side of the page.
- All logos should be in color, unless the document is to be faxed, in which case there is a black & white version available for use.
- Please do not use the Excel setting "fit to 1 page wide by 1 page tall". This distorts the location, and sometimes the proportions, of our logo.
- Please make sure you run spell check on all documents, including emails.