2 Corporate Stationery

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2 Corporate Stationery

2.1 Letterhead

Dimensions
8.5" x 11"

Colors
Logotype: PMS 300
Supplementary type: Black

Company Name
Univers 75 Black, 7/9pt

Address
Univers 45 Light, 7/9pt

Printing
Offset lithography

Paper
Bright white, wove finish, medium weight, custom Harsco logo watermark
2 Corporate Stationery

2.2 Letterhead Typing Guidelines

<table>
<thead>
<tr>
<th>1.25&quot;</th>
<th>1.25&quot;</th>
<th>1.75&quot;</th>
</tr>
</thead>
</table>

Harsco Corporation
500 Taylor Creek Road
Carpentersville, IL 60110 USA
Phone: 773.993.2500
Fax: 773.993.4324
www.harsco.com

Date

Name
Title
Business Name
Street Address
City, State Zip Code

Salutation:

This letter demonstrates the approved flush-left typing/word processor format that complements the Harsco letterhead. All letters should be typed using the Arial font with a point size of 11 and with a line space of 14 points.

Each line of copy, including the first line of each paragraph, aligns with the left edge of the address above.

Leave at least two line spaces between the Harsco logo and the date. Leave three line spaces between the date and the address block. Leave two line spaces between the address block and the salutation. Leave one line space between the salutation and the first line of the letter. All paragraphs are flush left. Do not indent the first line. Leave one line space between paragraphs.

To end the letter, leave one line space above the complimentary close, and four line spaces between the complimentary close and the sender’s name or title. Single space any additional information. Any additional information should be flush left with a font size of 11 points and a line space of 14 points. Always use the continuation sheet for succeeding pages.

Complimentary close,

Sender’s Name
Sender’s Title

Enclosure

cc: First Name
    Second Name

Letterhead Shown at 60% of actual size
Dimensions
8.5” x 11”

Colors
Logotype: PMS 300

Printing
Offset lithography

Paper
Bright white, wove finish, medium weight, custom Harsco logo watermark
Continuation Sheet Typing Guidelines

If correspondence exceeds one page in length, use the continuation sheet. A heading positioned 2.5" from the top of the page will include the recipient's name followed by the correspondence date and the page number on separate lines. Maintain the same left and right margins and point size as the first correspondence page.
Harsco Corporation
350 Poplar Church Road
Camp Hill, PA 17011 USA
Phone: 717.763.7064
Mobile: 717.555.1234
Fax: 717.763.6424
Email: msmith@harsco.com
www.harsco.com

Mary A. Smith
Manager
Global Services

Harsco Corporation
350 Poplar Church Road
Camp Hill, PA 17011 USA
Phone: 717.763.7064
Mobile: 717.555.1234
Fax: 717.763.6424
Email: msmith@harsco.com
www.harsco.com

Dimensions
3.5” x 2”
Colors
Logotype: PMS 300
Supplementary type: Black
Name
Univers 75 Black, 8.5/9.5pt
Title
Univers 45 Light, 7.5/9.5pt
Company Name
Univers 75 Black, 6.5/8.5pt
Address
Univers 45 Light, 6.5/8.5pt
Maintain 1/2 linespace between
city and phone number
Printing
Offset lithography
Paper
Bright white, wove finish, cover weight

Business Group Names
Univers 53 Extended, 5.75pt
Brand Promise
Univers 75 Black, 11pt
Trademark Symbol
Univers 55 Roman, 4pt
Colors
Brand promise: PMS 300
Business group names: Black
2.6 No. 10 Envelope

Dimensions
9.5" x 4.125"

Colors
Logotype: PMS 300
Supplementary type: Black

Company Name
Univers 75 Black, 7/9pt

Address
Univers 45 Light, 7/9pt

Printing
Offset lithography

Paper
Bright white, wove finish, medium weight

Harsco Corporation
300 Faribault Church Road
Carpentersville, IL 60110 USA

Addressee’s Name

Addressee’s Title

Company Name

Street Address

City, State Zip Code
2.7 Mailing Label

<table>
<thead>
<tr>
<th>Name</th>
<th>Font</th>
<th>Size</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harsco Corporation</td>
<td>Univers</td>
<td>75 Black</td>
<td></td>
</tr>
<tr>
<td></td>
<td>45 Light</td>
<td>6/8pt</td>
<td></td>
</tr>
</tbody>
</table>

**Printing**
- Offset lithography

**Paper**
- Bright white, plate finish, self-adhesive

**Dimensions**
- 4" x 2"

**Colors**
- Logotype: PMS 300
- Supplementary type: Black
2 Corporate Stationery

2.8 “With Compliments” Slip

Dimensions
8.5” x 3.65”

Colors
Logotype: PMS 300
Supplementary type: Black

Company Name
Univers 75 Black, 7/9pt

Address
Univers 45 Light, 7/9pt

“With Compliments” Title
Univers 45 Light, 14pt

Printing
Offset lithography

Paper
Bright white, wove finish, cover weight
FOR IMMEDIATE RELEASE

Dimensions
8.5" x 11"

Printing
Internal office printer

News Release Shown at 60% of actual size
Harsco Corporation  
360 Maple Church Road  
Carrollton, TX 75006 USA  
Phone: 972.270.5284  
Fax: 972.270.5284  
www.harsco.com

FAX TRANSMITTAL

TO:  
OF:  
FAX NUMBER:  
FROM:  
DATE:  
PAGES (INCLUDING COVER):  
SUBJECT:  
___ Original correspondence will be forwarded by mail  
___ Original correspondence will NOT be forwarded by mail

CONFIDENTIALITY NOTICE  
The information in this fax is confidential and may be legally privileged. It is intended solely for the named recipient. Access to this fax by anyone else is unauthorized. If you are not the intended recipient or the employee or agent responsible for delivering the message to the recipient named, please note that any use, disclosure, copying, distribution of this fax or any action taken or omitted to be taken in reliance on it is prohibited. If you are not the intended recipient, please inform us by calling the sender at the phone number above.

Fax Transmittal Shown at 60% of actual size

Dimensions  
8.5" x 11"

Printing  
Internal office printer