

1 / Logo

Position: flag horizontally centred on the format

2 / Address block

Position: left-aligned with the logo text, no closer than 12 mm to the right-hand edge, multiline if content is longer

Font: Helvetica Neue 45 Light

Size of address line: 7.5 pt/8.25 pt

Spacing: 200

Size of bank details: 5 pt/5.5 pt

Spacing: 150

Colour: black



A4 (210 x 297 mm) Contents

1 / Address block

Position: Keep in mind that the address must be discernible in window envelopes

Font: Arial Regular

Size: 9pt

Line spacing: 10.8 pt

Character spacing: 0

Colour: black

2 / Text

Position: Comply with the positioning and maximum length information as shown in the illustration

Font: Arial Regular

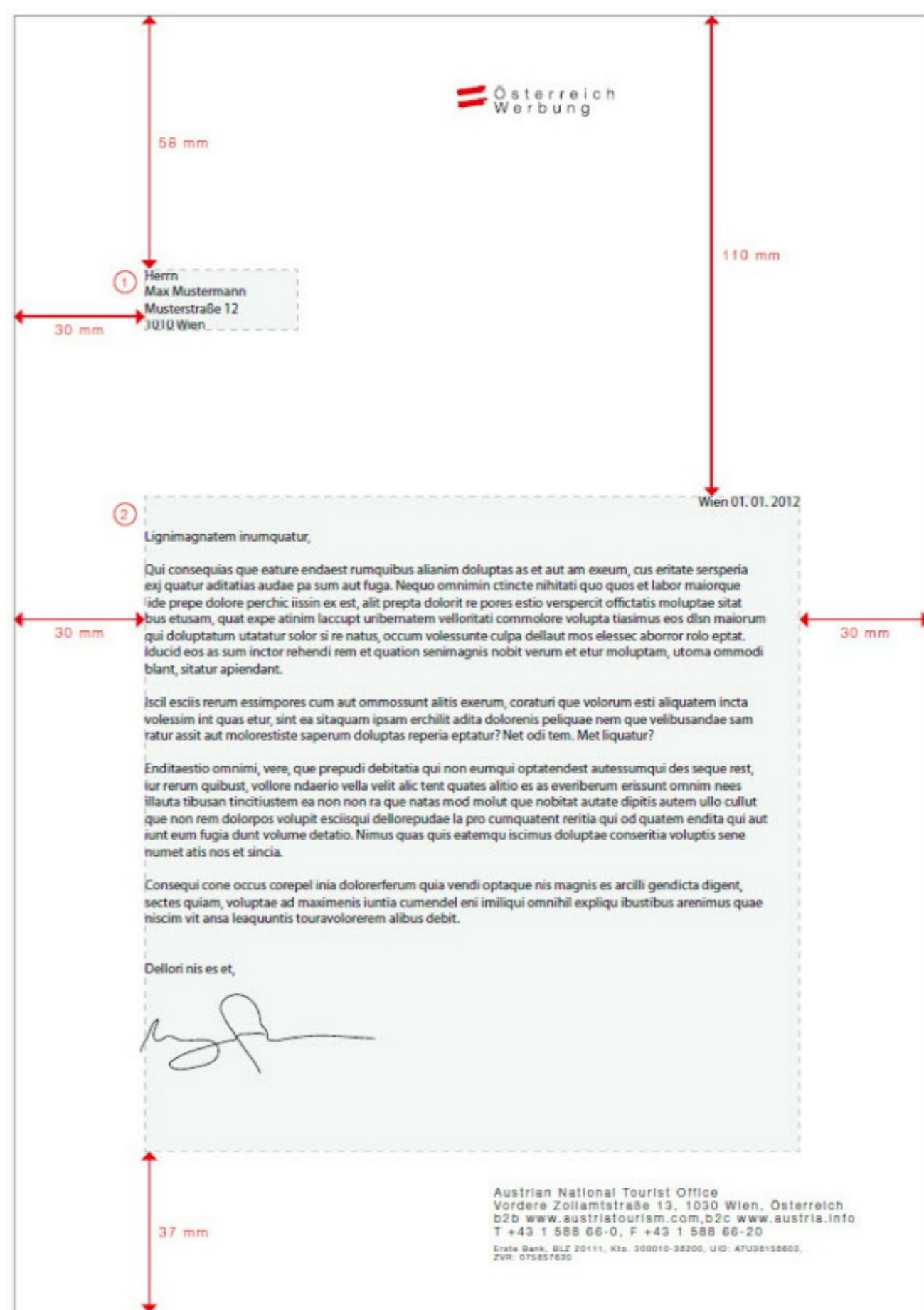
Formatting: left-aligned

Size: 9 pt

Line spacing: 10.8 pt

Character spacing: 0

Colour: black, highlighting in red



A4 (210 x 297 mm) Second sheet

1 / Flag

Position: flag horizontally centred on the format, identical to sheet 1

Size: identical to sheet 1

2 / Text field

Comply with the positioning and maximum length information as shown in the illustration

Geschäftsbrief_Folgeblatt

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