A garden supply company has asked you to prepare a letter introducing a new range of products onto the market. This letter will be sent to all their clients, and will introduce the new product range and include an order form at the end of the letter. The format of this letter is up to you, feel free to be as creative as you like.

**The letter must include the following features:**

**PART 1: THE LETTER**

* 1. The Page Margins must be set as follows:
	*Top: 2.00cm; Bottom: 1.27cm; Left: 1.27cm; Right: 1.27cm*
	2. The Document Header should contain the company name and Logo:
	3. The Document Footer should contain your name and student number:
	4. An order form should be at the bottom of the letter, and should be similar to the sample shown.
	5. The first paragraph of your letter should have an indent of 1.5cm
	6. The second paragraph should have a hanging indent of 1.5 cm
	7. All paragraphs are to be set to 1.5 line spacing.
	8. The letter must have the following included:
	 At least one picture, either clip art or downloaded from the internet
	 WordArt
	9. The font must be set as CENTUARY, Size 11.
	10. The Footer Font is to be set as Ariel Narrow, Size 10
	11. The document cannot be more than one page long.

