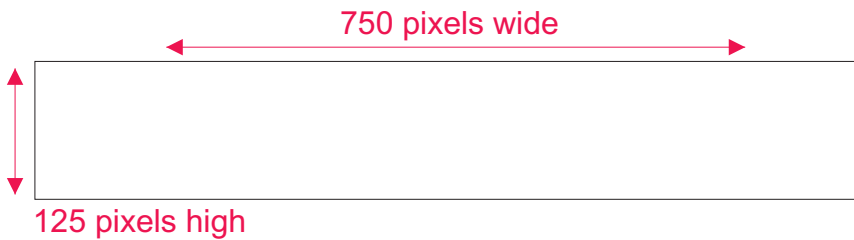
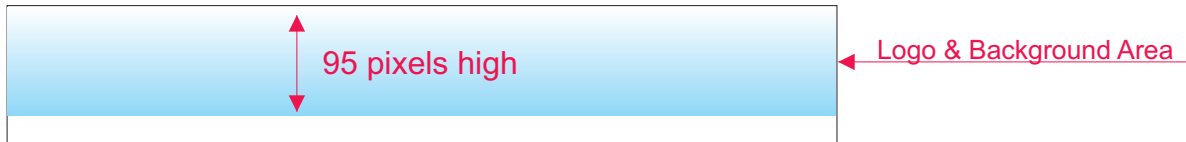


The following guidelines are for uploading your company logo/banner to be used for “reports” in the system.

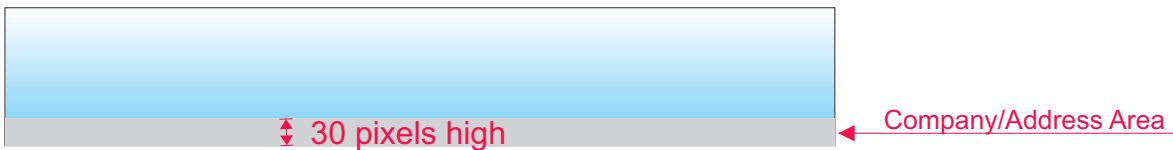
1.) The total dimensions of the banner should be 750 pixels wide x 125 pixels high.



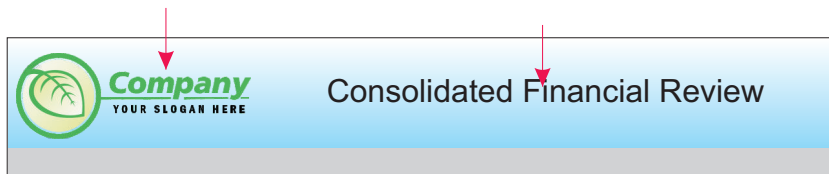
2.) Create an area 95 pixels high x 750 pixels wide. This is where your logo and background color/image will go. In the example below, a blue gradient background is used, but you may use any background color you wish to match your logo.



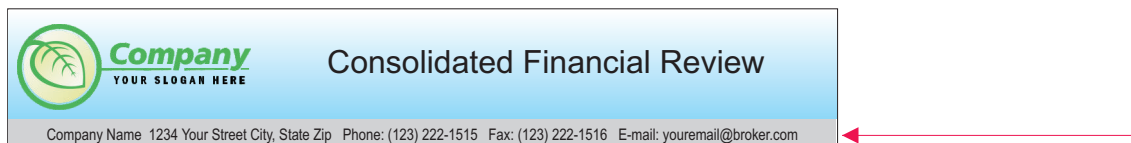
3.) Next, create a area 30 pixels high x 750 pixels wide, as shown in the picture below. This is where your company name, address and phone numbers will go. You may use any background color for this, as long as the text is readable.



4.) Add your logo, and also the title “Consolidated Financial Review”. You may use any font style you like, but I recommend at least a size 20-24 font.



5.) Add your company name, address and other important information in the bottom bar you created. You may use any font style you like, but I recommend at least a size 12 font. Below is the finished banner and yours should look similar to this when completed.



6.) When you have completed your banner, please save it in .jpeg or .png format, then e-mail it to us and we will set-it up in the system to work with your CFR Reports.

If you prefer to have us create your logo or banner, please call (239) 325-1225 ext. 109.