**[Company logo]**

**Basic Guidelines:**

* **Your company’s Fact Sheet should provide a reporter with all the basic information on your company’s products, services and capabilities.**
* **Include information on your company’s unique characteristics.**
* **The Fact Sheet should be no longer than one page**

**Contact:** name], [company], [phone], [email]

**[Company Name]**

**Facts At-A-Glance**

**What: [name of company] [include details of what the company’s core business activities include, such as products, services, and qualities that make the company unique.**

**Revenues:** [include annual sales or revenues if appropriate]

**Offices:** Headquartered in [city], with offices in [add additional cities]

**Employees:** [number and type of employees]

**Founded:** [year]

**Top Execs:** [name], [title]

[name], [title]

[name], [title]

**Service** [Describe what the company does or the products it produces]

**Offerings:**

**Web Site:** [Include URL for company website]

**# # #**