

**NEWS RELEASE**

**Bold and ALL CAPS**

Use default top and side margins for news releases.

**DS**

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List the name, address, and telephone number of the contact person for the press release.

Date of the press release. If it is to be released immediately:  
**FOR IMMEDIATE RELEASE**

**DS**

Release June 1, 20xx

**QS**

**Headline is bold and typed in ALL CAPS**

**PROFESSIONAL BUSINESS ASSOCIATES EXPANDS**

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**QS**

Professional Business Associates is expanding its facilities by adding another 65,000 square feet of office space. The renovations should be completed by June 15, 20xx.

**DS body of the press release**

The expansion project, headed by Myrtle Warden, is anticipated to cost approximately \$15.5 million. An additional 350 employees will be hired over the next two years.

This expanded facility will allow Professional Business Associates to offer many

If additional pages are needed, type the page number (right aligned) in a header at the top of each page (after page 1).

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more services, especially in the area of training on specially designed software packages.

An open house is tentatively planned for July 5. More details will be forthcoming.

**DS below the last line of the document, and center the ### symbols.**

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**NEWS RELEASE FORMAT**