4 STATIONERY

Stationery overview	2
Letterhead – general layout	4
Typography	5
EEA letter	6
ED letter (Executive Director)	7
Letter page 2	8
Fax	9
Internal note	10
Agenda	11
Press release	12
Envelopes and labels	14
Compliment slip	15
Business card	16

Stationery overview

Stationery has been designed for a variety of purposes, e.g. agendas, letters, press releases etc. The specifications for stationery are defined in the Word templates.

If there is a specific demand for stationery, please contact IDS1.

EEA letter

European Environment Agency

Mr/Mrs Name Surname
Organisation
Street No
Post Code/Town
Area/Location
Country

18 February 2008
Reference No

Dear Surname/Sir/Madam

Subject

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Yours sincerely/faithfully

Senders Name
Title

cc:Text. Erase this text if not relevant
Enclosure(s): Text. Erase this text if not relevant

Kongens Nytorv 6
1050 Copenhagen K
Denmark

Tel.: +45 33 36 71 00
Fax: +45 33 36 71 99

E-mail: eea@eea.europa.eu
Web: www.europa.eu

Document name/path (place in footer)

ED letter

European Environment Agency

Mr/Mrs Name Surname
Organisation
Street No
Post Code/Town
Area/Location
Country

18 February 2008
JMC/author

Subject

Lorem ipsum dolor sit amet, consectetur adipiscing elit, set eiusmod tempor incidunt et labore et dolore magna aliquam. Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehend incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse molestate cillum. Tia non ob ea soluad incommod quae egen ium improb fugiend. Officia deserunt mollit anim id est laborum Et harumd dereud facilis est er expedit distinct. Nam liber te conscient to factor tum poen legum odioque civiuda et tam.

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Prof. Jacqueline McGlade
Executive Director

cc:Text. Erase this text if not relevant
Enclosure(s): Text. Erase this text if not relevant

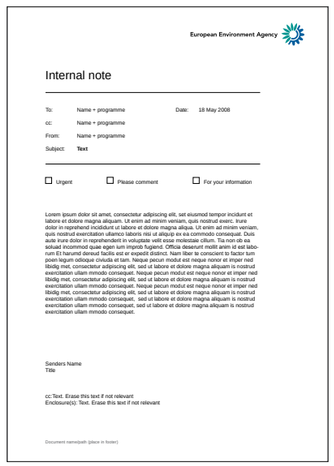
Kongens Nytorv 6
1050 Copenhagen K
Denmark

Tel.: +45 33 36 71 00
Fax: +45 33 36 71 99

E-mail: eea@eea.europa.eu
Web: www.europa.eu

Document name/path (place in footer)

Internal note



European Environment Agency

Internal note

To: Name + programme — Date: 18 May 2008
cc: Name + programme
From: Name + programme
Subject: **Text**

☐ Urgent ☐ Please comment ☐ For your information

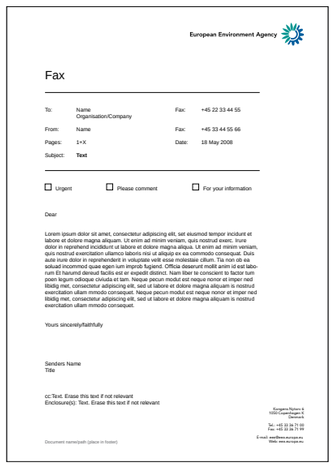
Lorem ipsum dolor sit amet, consectetur adipiscing elit, set eiusmod tempor incidunt et labore et dolore magna aliquam. Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehend incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse molestate cillum. Tia non ob ea soluad incommod quae egen ium improb fugiend. Officia deserunt mollit anim id est laborum Et harumd dereud facilis est er expedit distinct. Nam liber te conscient to factor tum poen legum odioque civiuda et tam. Neque pecun modut est neque nonor et imper ned libidig met, consectetur adipiscing elit, sed ut labore et dolore magna aliquam is nostrud exercitation ullam mmodo consequat. Neque pecun modut est neque nonor et imper ned libidig met, consectetur adipiscing elit, sed ut labore et dolore magna aliquam is nostrud exercitation ullam mmodo consequat. Neque pecun modut est neque nonor et imper ned libidig met, consectetur adipiscing elit, sed ut labore et dolore magna aliquam is nostrud exercitation ullam mmodo consequat. Neque pecun modut est neque nonor et imper ned libidig met, consectetur adipiscing elit, sed ut labore et dolore magna aliquam is nostrud exercitation ullam mmodo consequat.

Senders Name
Title

cc:Text. Erase this text if not relevant
Enclosure(s): Text. Erase this text if not relevant

Document name/path (place in footer)

Fax



European Environment Agency

Fax

To: Name, Organisation/Company — Fax: +45 22 33 44 55
From: Name — Fax: +45 33 44 55 66
Pages: 1+X — Date: 18 May 2008
Subject: **Text**

☐ Urgent ☐ Please comment ☐ For your information

Dear

Lorem ipsum dolor sit amet, consectetur adipiscing elit, set eiusmod tempor incidunt et labore et dolore magna aliquam. Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehend incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse molestate cillum. Tia non ob ea soluad incommod quae egen ium improb fugiend. Officia deserunt mollit anim id est laborum Et harumd dereud facilis est er expedit distinct. Nam liber te conscient to factor tum poen legum odioque civiuda et tam. Neque pecun modut est neque nonor et imper ned libidig met, consectetur adipiscing elit, sed ut labore et dolore magna aliquam is nostrud exercitation ullam mmodo consequat.

Yours sincerely/faithfully

Senders Name
Title

cc:Text. Erase this text if not relevant
Enclosure(s): Text. Erase this text if not relevant

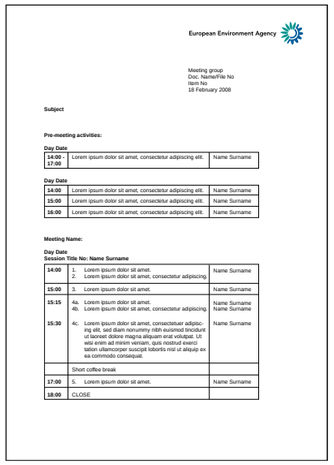
Kongens Nytorv 6
1050 Copenhagen K
Denmark

Tel.: +45 33 36 71 00
Fax: +45 33 36 71 99

E-mail: eea@eea.europa.eu
Web: www.europa.eu

Document name/path (place in footer)

EEA agenda 1



European Environment Agency

Meeting group
Doc. Name/File No
Item No
18 February 2008

Subject

Pre-meeting activities:

Day Date		
14:00 - 17:00	Lorem ipsum dolor sit amet, consectetur adipiscing elit.	Name Surname

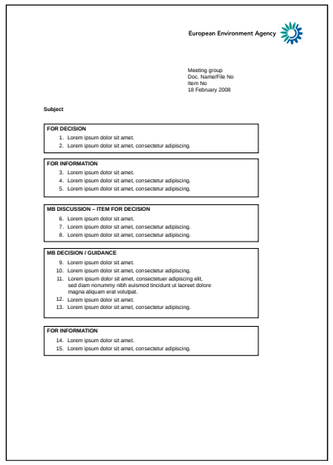
Day Date		
14:00	Lorem ipsum dolor sit amet, consectetur adipiscing elit.	Name Surname
15:00	Lorem ipsum dolor sit amet, consectetur adipiscing elit.	Name Surname
16:00	Lorem ipsum dolor sit amet, consectetur adipiscing elit.	Name Surname

Meeting Name:

Day Date
Session Title No: Name Surname

14:00	1. 2.	Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consectetur adipiscing	Name Surname
15:00	3.	Lorem ipsum dolor sit amet.	Name Surname
15:15	4a. 4b.	Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consectetur adipiscing	Name Surname Name Surname
15:30	4c.	Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exercitation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.	Name Surname
	Short coffee break		
17:00	5.	Lorem ipsum dolor sit amet.	Name Surname
18:00	CLOSE		

ED agenda 2



European Environment Agency

Meeting group
Doc. Name/File No
Item No
18 February 2008

Subject

FOR DECISION
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FOR INFORMATION
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MB DISCUSSION – ITEM FOR DECISION
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MB DECISION / GUIDANCE
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FOR INFORMATION
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Press release page 1

European Environment Agency

EEA Press release

Copenhagen, Tuesday, 11 March, 2008
Embargoed until Tuesday, 11 March, 2008

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Kongens Nytorv 6
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Denmark

Tel.: +45 33 36 71 00
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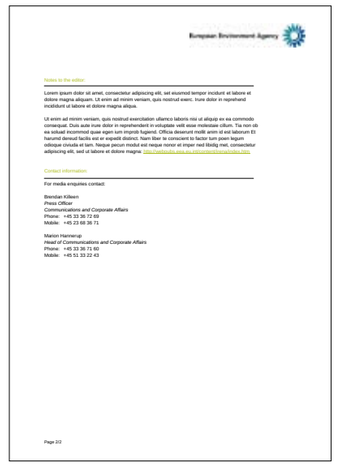
E-mail: eea@eea.europa.eu
Web: www.europa.eu

Page 1/2

Press release page 2



European Environment Agency

Notes to the editor:

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Contact information:

For media enquiries contact:

Brendan Killeen
Press Officer
Communications and Corporate Affairs
Phone: +45 33 36 72 69
Mobile: +45 23 68 36 71

Marion Hammerup
Head of Communications and Corporate Affairs
Phone: +45 33 36 71 60
Mobile: +45 51 33 22 43

Page 2/2

Letterhead – general layout

EEA stationery consists of a basic page with the logo in the top right-hand corner and the address in the lower right-hand corner.

The basic letter template is used for all internal and external communication.

The EEA address and date are only printed on page 1. Writing instructions for page 1 and page 2 must be adhered to. See following pages for instructions.

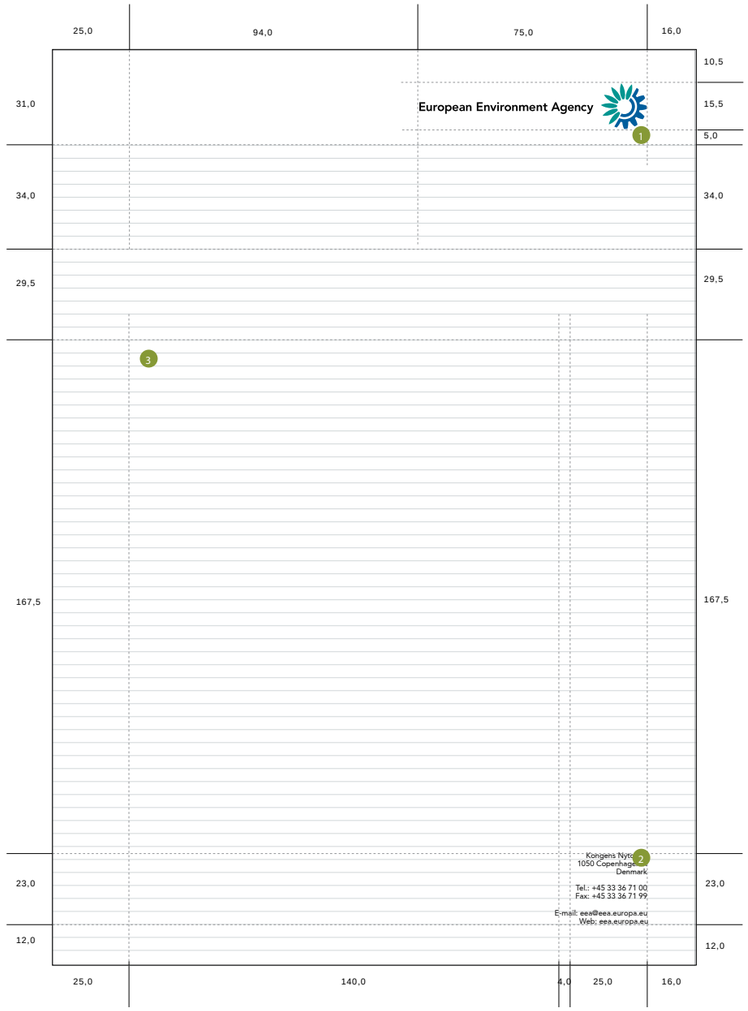
Original size: A4 — 21 x 29.7 cm

Typography

1 **Logo**

2 **Address**
Avenir roman, 7 pt. leading 7.5 pt.
(This is not aligned to baseline grid)
Black

3 **Line spacing**
12 pt.

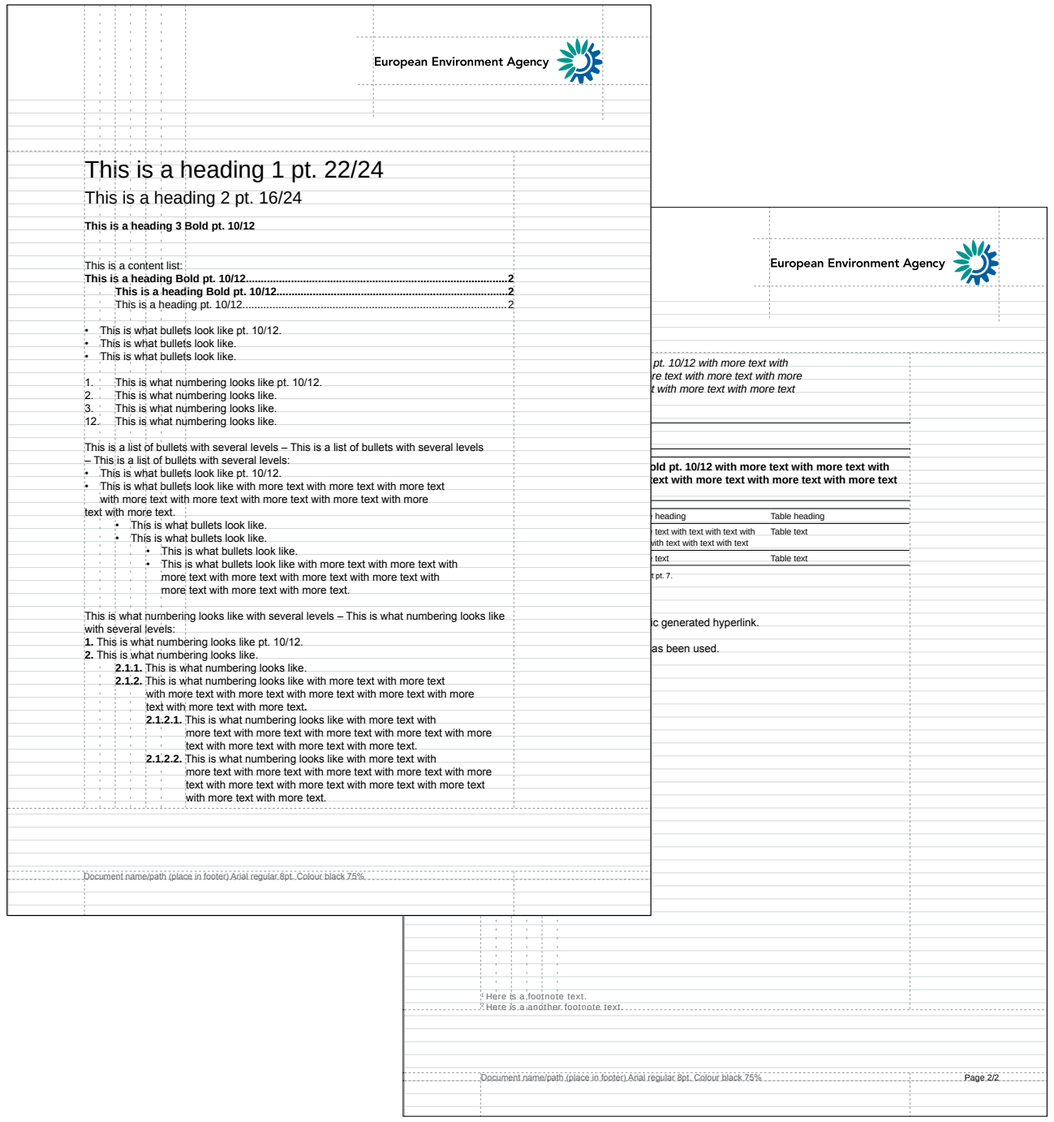


Typography

Specifications for stationery are defined in the Word templates. Typing rules are set up and specified in the different documents.

The specifications aim to create professionally designed, aesthetically pleasing letters.

The rules should be adhered to in every document.



EEA letter

Specifications for the EEA letter are defined in the Word templates.

Typography

1 **Text**
Arial 10/12 pt.
Black

2 **Subject**
Arial bold 10/12 pt.
Black

3 **Footer**
Arial 8/9.6 pt.
Black 75 %

ED letter (Executive Director)

Specifications for the ED letter are defined in the Word templates.

Typography

1 **Text**
Arial 10/12 pt.
Black

2 **Subject**
Arial bold 10/12 pt.
Black

3 **Footer**
Arial regular, 8 pt. leading 9.6 pt.
Black 75 %

Letter page 2

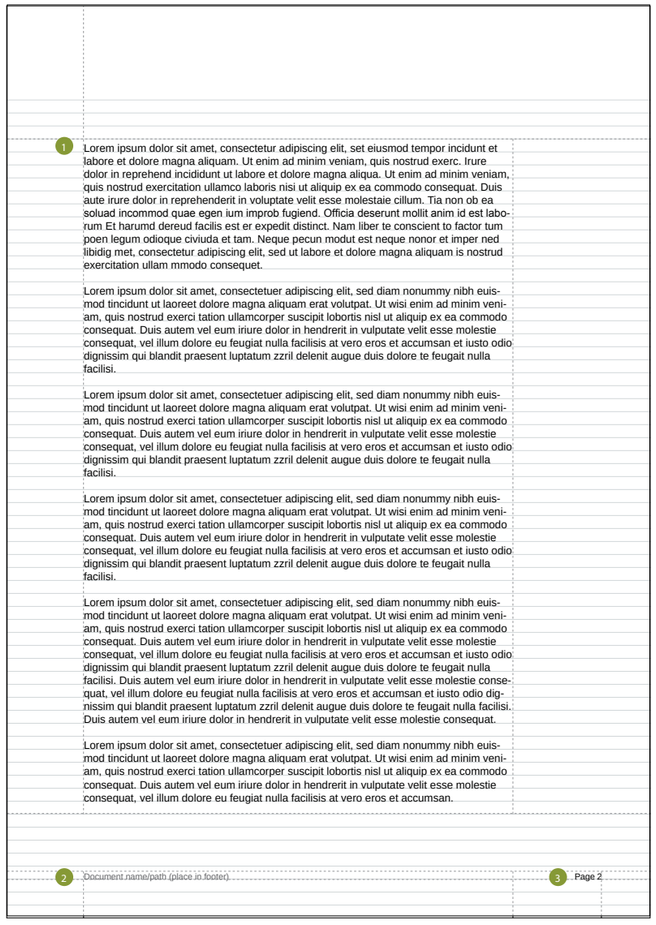
Specifications for page two of the letter are defined in the Word templates.

Typography

1 **Text**
Arial 10/12 pt.
Black

2 **Footer**
Arial 8/9.6 pt.
Black 75 %

3 **Page number**
Arial 8 pt.
Black 75 %



Fax

Specifications for fax are defined in the Word templates.

Typography

1 **Heading**
Arial 22/24 pt.
Black

2 **Text**
Arial 10/12 pt.
Black

3 **Subject text**
Arial bold 10/12 pt.
Black

4 **Footer**
Arial 8/9.6 pt.
Black 75 %

Internal note

Specifications for internal notes are defined in the Word templates.

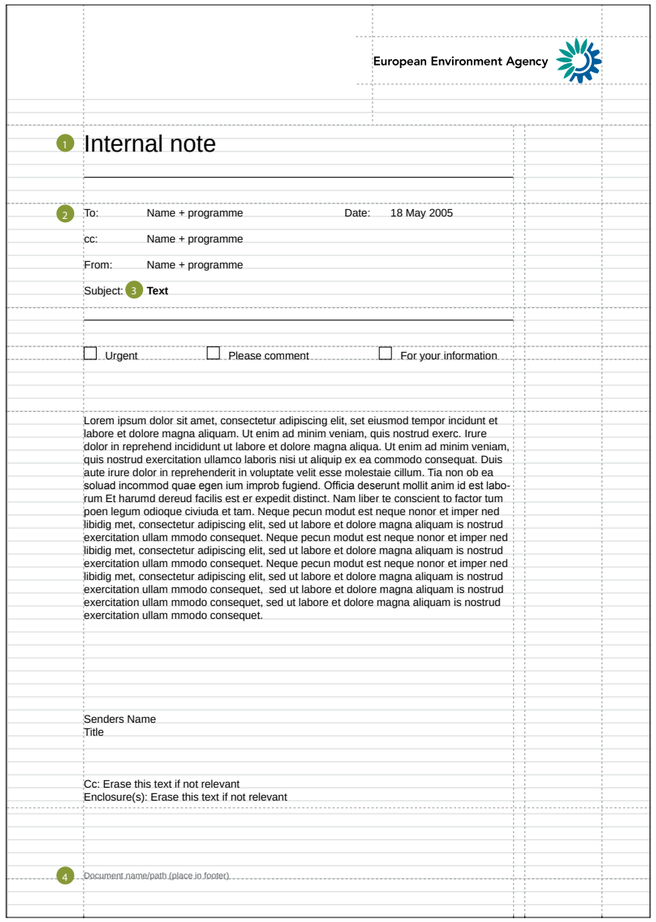
Typography

1 **Heading**
Arial 22/24 pt.
Black

2 **Text**
Arial 10/12 pt.
Black

3 **Subject text**
Arial bold 10/12 pt.
Black

4 **Footer**
Arial 8/9.6 pt.
Black 75 %



European Environment Agency

1 Internal note

2 To: Name + programme Date: 18 May 2005
cc: Name + programme
From: Name + programme
Subject: 3 **Text**

☐ Urgent ☐ Please comment ☐ For your information

Lorem ipsum dolor sit amet, consectetur adipiscing elit, set eiusmod tempor incidunt et labore et dolore magna aliquam. Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehend incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse molestaie cillum. Tia non ob ea soluad incommod quae egen ium improb fugiend. Officia deserunt mollit anim id est laborum Et harumd dereud facilis est er expedit distinct. Nam liber te conscient to factor tum poen legum odioque civiuda et tam. Neque pecun modut est neque nonor et imper ned libidig met, consectetur adipiscing elit, sed ut labore et dolore magna aliquam is nostrud exercitation ullam mmodo consequet. Neque pecun modut est neque nonor et imper ned libidig met, consectetur adipiscing elit, sed ut labore et dolore magna aliquam is nostrud exercitation ullam mmodo consequet. Neque pecun modut est neque nonor et imper ned libidig met, consectetur adipiscing elit, sed ut labore et dolore magna aliquam is nostrud exercitation ullam mmodo consequet, sed ut labore et dolore magna aliquam is nostrud exercitation ullam mmodo consequet, sed ut labore et dolore magna aliquam is nostrud exercitation ullam mmodo consequet.

Senders Name
Title

Cc: Erase this text if not relevant
Enclosure(s): Erase this text if not relevant

4 Document name/path (place in footer)

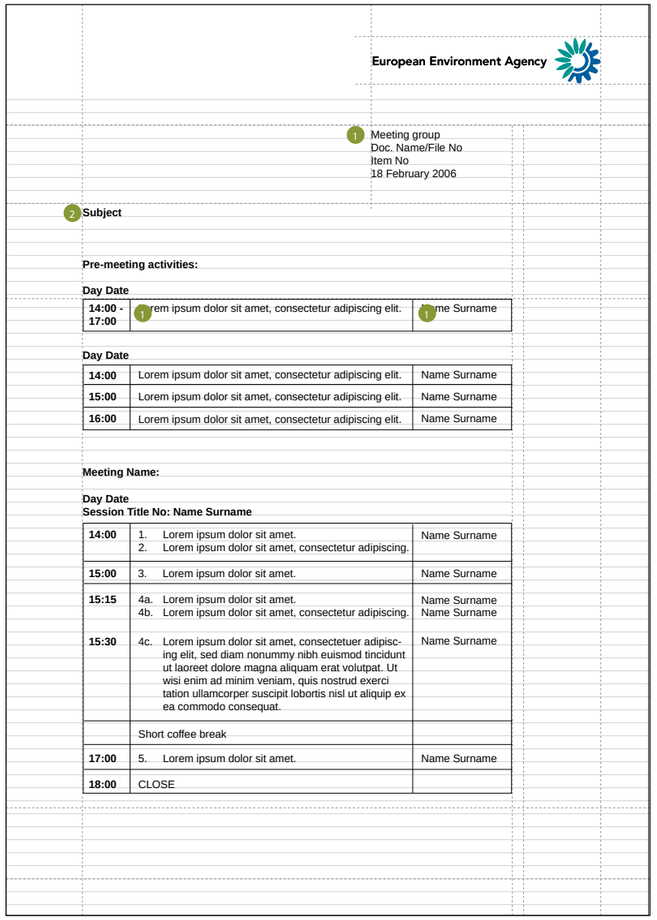
Agenda

Specifications for meeting agendas are defined in the Word templates.

Typography

1 **Text**
Arial 10/12 pt.
Black

2 **Bold text**
Arial bold 10/12 pt.
Black



European Environment Agency

1 Meeting group
Doc. Name/File No
Item No
18 February 2006

2 **Subject**

Pre-meeting activities:

Day Date

14:00 - 17:00	1 Lorem ipsum dolor sit amet, consectetur adipiscing elit.	1 Name Surname

Day Date

14:00	Lorem ipsum dolor sit amet, consectetur adipiscing elit.	Name Surname
15:00	Lorem ipsum dolor sit amet, consectetur adipiscing elit.	Name Surname
16:00	Lorem ipsum dolor sit amet, consectetur adipiscing elit.	Name Surname

Meeting Name:

Day Date
Session Title No: Name Surname

14:00	1. Lorem ipsum dolor sit amet. 2. Lorem ipsum dolor sit amet, consectetur adipiscing.	Name Surname
15:00	3. Lorem ipsum dolor sit amet.	Name Surname
15:15	4a. Lorem ipsum dolor sit amet. 4b. Lorem ipsum dolor sit amet, consectetur adipiscing.	Name Surname Name Surname
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Press release

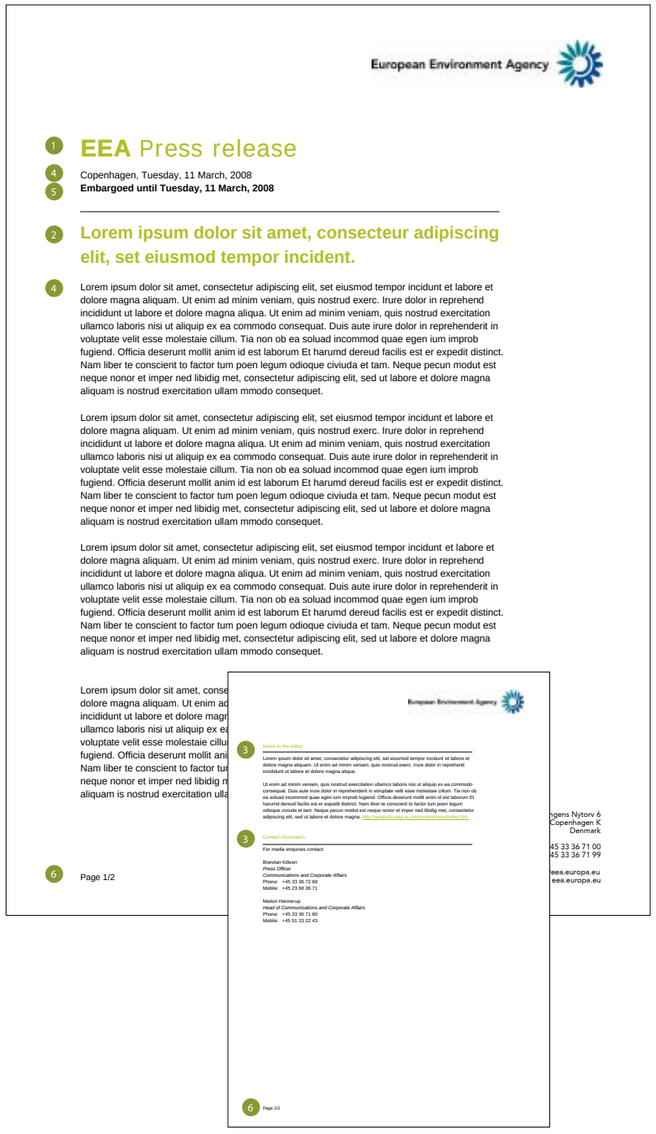
EEA press releases are made either for printing or for distributing by e-mail. The press release is produced in corporate colours since it is a 'here and now' document, and sent out with the purpose of catching the attention of the press.

The electronic press release is designed to correspond with the design of the website.

Original size: A4 — 21 x 29.7 cm

Typography

1. **Heading** 1
   Arial 22/24 pt.
   Pantone 583 C
2. **Heading 2**
   Arial bold 16/24 pt.
   Pantone 583 C
3. **Heading 3**
   Arial bold 10/12 pt.
   Pantone 583 C
4. **Text**
   Arial 9/12 pt.
   Black
5. **Bold text**
   Arial bold 9/12 pt.
   Black
6. **Page number**
   Arial 8 pt.
   Black 75 %



European Environment Agency

1 **EEA** Press release

4 Copenhagen, Tuesday, 11 March, 2008
5 **Embargoed until Tuesday, 11 March, 2008**

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6 Page 1/2

European Environment Agency

3 Notes to the editor

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3 Contact information

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6 Page 2/2

Specifications for on-line press releases are different from the printed ones, to make it easier to read on screen.

European Environment Agency

EEA Press release

Copenhagen, 20 Marts 2006
Embargoed until Sunday, 22 Marts 2006

Europe feels the heat as climate change tops the list of environmental challenges

Policy makers, businesses and individuals must act now on a range of environmental matters or pay a heavy price later
The four hottest years on record were 1998, 2002, 2003 and 2004. Ten percent of Alpine glaciers disappeared during the summer of 2003 alone. At current rates, three quarters of Switzerland's glaciers will have melted by 2050. Europe has not seen climate changes on this scale for 5 000 years, says a new report by the European Environment Agency (EEA), based in Copenhagen.

'The European environment — State and outlook 2005', a five year assessment across 31 countries, provides an overview of Europe's environment and points to challenges of which climate change is just one. Other areas of concern include biodiversity, marine ecosystems, land and water resources, air pollution and health. For the first time, the report has a country by country analysis with performance indicators and comparisons for all of the participants: the EU-25 plus Bulgaria, Iceland, Liechtenstein, Norway, Romania, Turkey and including Switzerland.

The report says Europe's average temperature rose by 0.95 °C during the 20th century. This is 35 % higher than the global average increase of 0.7 °C and temperatures will continue to rise. The EU has recognised this and set a target limiting the global temperature increase to 2 °C above pre industrial levels.

"Without effective action over several decades, global warming will see ice sheets melting in the north and the spread of deserts from the south. The continent's population could effectively become concentrated in the centre. Even if we constrain global warming to the EU target of a 2 °C increase, we will be living in atmospheric conditions that human beings have never experienced. Deeper cuts in emissions are needed", says Jacqueline McGlade, Executive director of the EEA.

Past EU legislation on environment has worked, says the report. We have cleaned up our water and our air, phased out some ozone depleting substances and have doubled rates of waste recycling. We also have cars that pollute less; without the dramatic improvements made by catalytic converters over the past twenty years, certain emissions would have been ten times the level they are now. Yet, it has taken ten to twenty years for these actions to show results, the report says.

These environmental success stories are now being overtaken by changes in personal consumption patterns. Europeans are living longer and more of us live alone putting greater demands on living space. Between 1990 and 2000, more than 800 000 hectares, of Europe's land was built on. That is an area three times the size of Luxembourg. If this trend continues, our urban area will double in just over a century. Managing urban sprawl is essential if we are to protect our natural resources, says the report.
Shortend....

Choose your language:
UK FR DE IT ES

About the EEA

Notes to the editor

Links:
www.eea.eu.int
Download the report
Download pictures

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Envelope and labels

The EEA has three standard sizes of envelopes with pre-printed logo and return address: M65, C4 and C5.

These standards are available with or without a window.

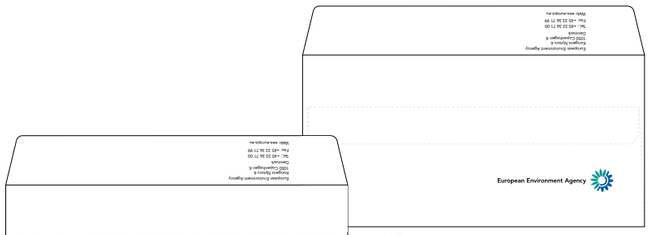
Labels are used on envelopes with no pre-printed address.

Original size: M65: 22.3 x 11.2 cm

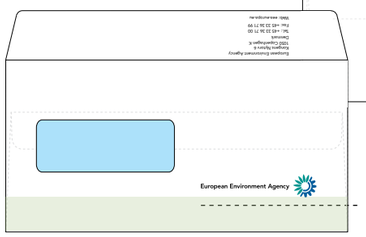
Original size: C5: 22.9 x 16.2 cm

Original size: C4: 22.9 x 32.4 cm

Original label size: 148 x 70 cm



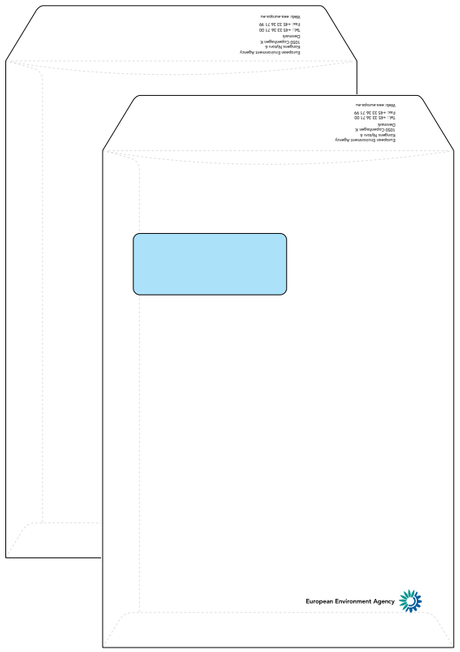
M65 without window



M65 with window

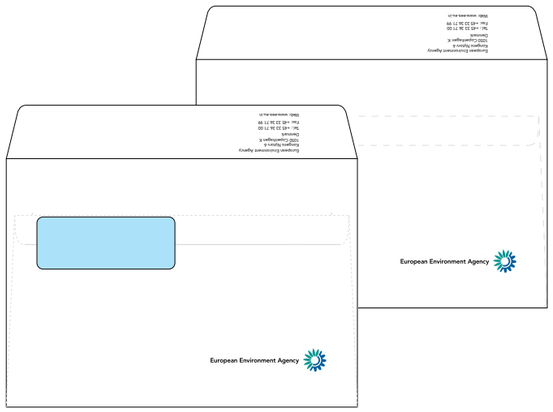
The bottom area of an envelope is used by the postal service for printing bar codes.

C4 without window



C4 with window

C5 without window



C4 with window

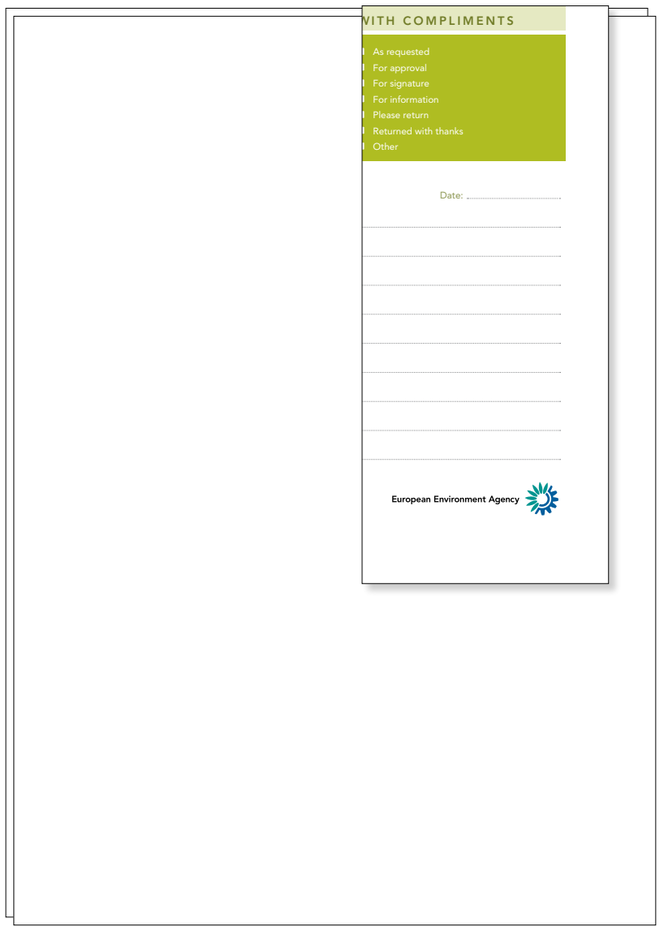
Label

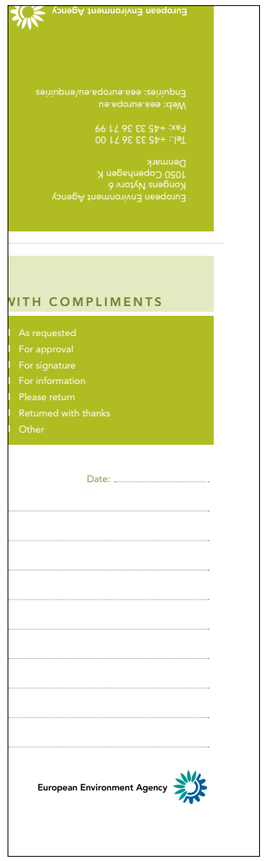
Compliment slip

The compliment slip is used to send accompanying messages with e.g. reports.

Original size: 8 x 28 cm

Folded compliment slip — 50 %





Compliment slip — 50 %

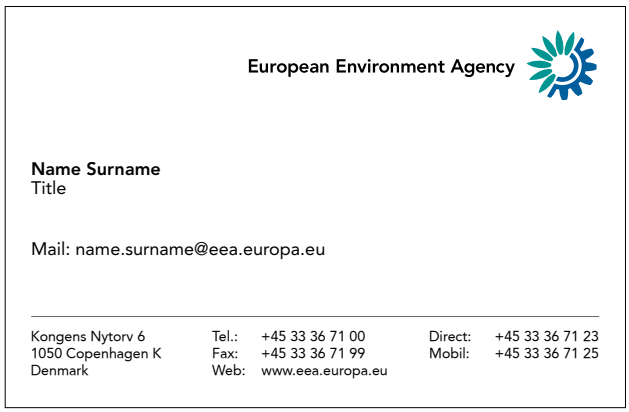
Business card

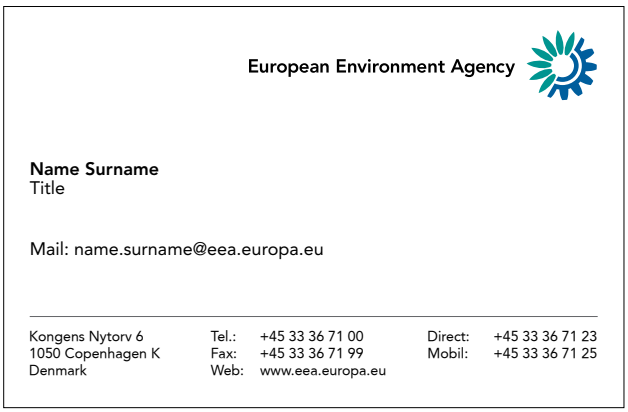
Business cards are printed on both sides. The front shows the logo, relevant address, name, direct phone number and personal e-mail address.

The back shows the logo and a coloured area.

Original size: 8.5 x 5.5 cm

Paper: 335 gr. Opaline letter card cardboard





Business card — 100 %