



Title for mailing - *optional*



March 10, 2015

TO: specify who should receive this mailing

CC: specify who should be copied on this mailing



A logo can be inserted here - left, center or right alignment.
Please submit separate JPEG/ TIFF /PNG file - *optional*

Dear < Member Name > ,

The [Informz Work Order Form](#) is now updated to serve you better. This form can also be found on the [website](#).

Below is a brief summary of guidelines for mailings that are sent out via *Informz*. For mailings to be sent out via *Informz*, please use the updated [Informz Work Order Form](#).

SENDER DETAILS

- Please specify the subject for the mailing.
- Please specify the fields "Friendly from" and "From email address". This will be displayed as follows: Girl Guides of Canada, BC Council - Your Committee <yourcommittee@bc-girlguides.org>.
- Please specify the email address that should be used for replies. - You have the option to choose donotreply@bc-girlguides.org.

MAILING

- The BC Council template will be used for all outgoing mailings.
- Arial 12pt will be used as font.
- You have the option to choose a title for the mailing.
- Please specify the TO and CC for the mailing.
- You have the option to insert a logo where the trefoil is displayed - please submit your logo separate as a JPEG/ TIFF /PNG file.
- You have the option to choose personalization for your mailing - e.g. have a personalized mailing and address each recipient by name, e.g. a personalized greeting (*Dear Cindy*).
- You have the option to [insert a link](#) to a document/ webpage/ email address etc. Links will be formatted Arial, 12pt, bold, GGC blue.

Please note

- All relevant information should be summarized in the body of the email, and it is recommended to keep attachments to a minimum, as not every reader will click on links to open attachments.
- Attachments (documents) will show as a link in *Informz*. The link can be inserted in the body of the mailing, therefore please phrase your wording accordingly and mark the text where the link should be inserted.
i.e.: Please use the updated [Informz Work Order Form](#) for mailings to be sent out via *Informz*.
- The specified "From email address" will receive Out of Office and Undeliverable notifications - you have the option to choose donotreply@bc-girlguides.org)
- The specified "From email address" should have the format @bc-girlguides.org. Please do not use personal email addresses

Thank you,

A handwritten signature in blue ink, appearing to read "Your Signature".

Your Name
Your Position Title
Your Committee

[Girl Greatness Starts Here
bc-girlguides.org](http://bc-girlguides.org)

Follow us on



Confidentiality Warning: This message and any attachments are confidential and intended solely for the use of the addressee. If you are not the intended recipient, please notify the sender immediately by return email and delete this message and any attachments from your system. Any unauthorized disclosure, copying, distribution or other use of this message and/or any attachments is strictly prohibited. Thank you.

Note: If you are unable to open the link on the Informz.ca website (after you click the link in this email it will bring up a webpage which says "To access this document, click here"), right click on the "here" link on the website, then "save link as" to save the pdf file to your computer hard drive.

Girl Guides of Canada • B.C. Council | 1476 West 8th Ave., Vancouver, BC V6H 1E1 | (604) 714-6636

If you would prefer not to receive emails from us, go [here](#).
Please send any comments about this email to OperationsMgr@bc-girlguides.org

