



Quarterly News Report

4th Quarter 2007

Volume 1, Issue 1

Special points of interest:

- Newsletter will help to keep others informed
- Website new look
- Baseball Legend, Tommy John proved to be exceptional host for 4th Annual Golf Tournament

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New Hospice Center to Open

This story can fit 175-225 words.

The purpose of a newsletter is to provide specialized information to a targeted audience. Newsletters can be a great way to market your product or service, and also create credibility and build your organization's identity among peers, members, employees, or vendors.

First, determine the audience of the newsletter. This could be anyone who might benefit from the information it contains, for example, employees or people interested in purchasing a product or requesting your service.

You can compile a mailing list from business reply cards, customer information sheets, business cards collected at trade shows, or membership lists. You might consider

purchasing a mailing list from a company.

If you explore the Publisher catalog, you will find many

publications that match the style of your newsletter.

Next, establish how much time and money you can spend on your newsletter. These factors will help determine how frequently you publish the newsletter and its length. It's recommended that you publish your newsletter

at least quarterly so that it's considered a consistent source of information. Your customers or employees will look forward to its arrival.



2008 Focus on Expanding Services

This story can fit 75-125 words.

Your headline is an important part of the newsletter and should be considered carefully.

In a few words, it should accurately represent the contents of the story and draw

readers into the story. Develop the headline before you write the story. This way, the headline will help you keep the story focused.

Examples of possible headlines include Product Wins Industry Award, New Product Can Save You Time!,

Membership Drive Exceeds Goals, and New Office Opens Near You.