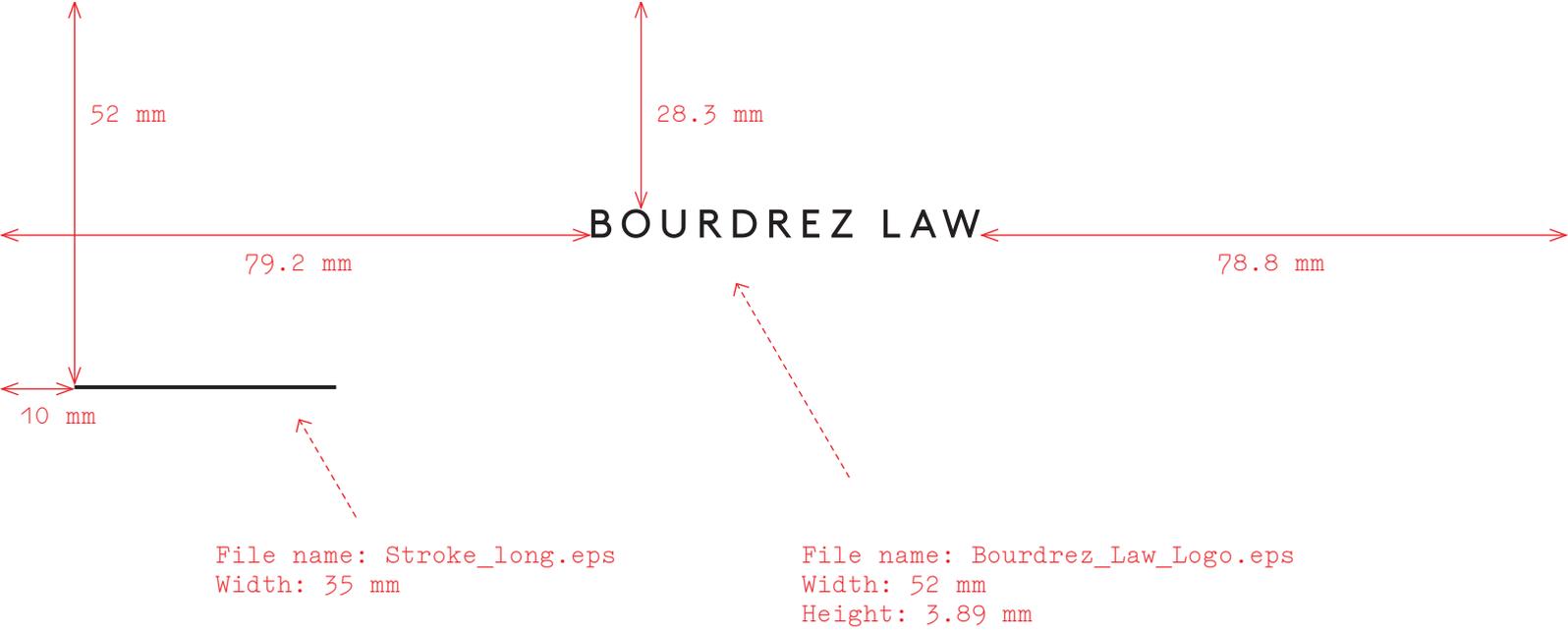


Letterhead, 1st page  
This sheet is pre-printed!

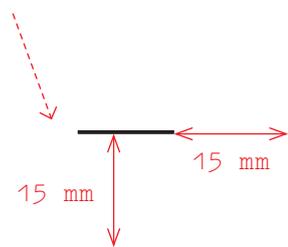
## BOURDREZ LAW

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File: Stroke\_short.eps  
Width: 12.66 mm



## BOURDREZ LAW

---

de Appel  
t.a.v Anne Demester  
Prins Hendrikkade 142  
1011 AT Amsterdam  
The Netherlands

Milan, January 20, 2013  
Subject: Invoice

Herengracht 328  
1016 CE Amsterdam  
T +31 20 303 8740  
F +31 84 003 5675  
office@bourdrezwlaw.com  
www.bourdrezlaw.com

Dear Ms. Demester,

Business letters should be neat. Plain white paper, 8,5 by 11, is considered standard, and typing is considered an advantage. It is not required that you type any of your business letters.

Any business letter you write may take one of two forms. One form is the block form, which should be used only if you type a letter. In the block form, begin every part of a letter at the left margin. Leave a blank line between paragraphs and do not indent them. Another form, the modified block form, may be used either for handwritten or typewritten letters. In this form, place the heading, closing, and signature at the right side of the page. Indent the paragraphs and do not leave extra space between them. Every business letter has six parts – the five parts of a personal letter, plus an inside address.

More formal language is used in business letters than in personal letters. For the greeting use Dear Mr., Mrs., Miss, or Ms. Before the person's name. Or, use a general greeting like Dear Sir or Madam. Place the salutation two lines below the inside address and use a colon (:) after it. For the more formal closing, write Sincerely, Yours truly, or Very truly yours, followed by a comma. If you type a letter, leave four lines of space.

Sincerely,

Aernoud Bourdrez

---

# BOURDREZ LAW

Typeface: Gazette LH Roman  
Size: 9 pt  
Interlining: 13 pt  
Kerning: 10

55 mm

de Appel  
t.a.v Anne Demester  
Prins Hendrikkade 142  
1011 AT Amsterdam  
The Netherlands

1  
2  
3  
4  
5

21.2 mm

105 mm

68 mm

Milan, January 20, 2013  
Subject: Invoice

1  
2

7.5 mm

106 mm

Dear Ms. Demester,

1  
2

Business letters should be neat. Plain white paper, 8,5 by 11, is considered standard, and typing is considered an advantage. It is not required that you type any of your business letters.

3  
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6

Any business letter you write may take one of two forms. One form is the block form, which should be used only if you type a letter. In the block form, begin every part of a letter at the left margin. Leave a blank line between paragraphs and do not indent them. Another form, the modified block form, may be used either for handwritten or typewritten letters. In this form, place the heading, closing, and signature at the right side of the page. Indent the paragraphs and do not leave extra space between them. Every business letter has six parts – the five parts of a personal letter, plus an inside address.

7  
8  
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10  
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14

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15  
16  
17  
18  
19

Sincerely,

20  
21  
22

Aernoud Bourdrez

23  
24  
25  
26  
27  
28  
29  
30

140 mm

36 mm

125 mm

Herengracht 328  
1016 CE Amsterdam

T +31 20 303 8740  
F +31 84 003 5675

office@bourdrezlaw.com  
www.bourdrezlaw.com

10 mm

File name: Address.eps  
Width: 36.43 mm  
Height: 28.55 mm

136 mm

Letterhead, 2nd page  
This sheet is pre-printed!

# BOURDREZ LAW

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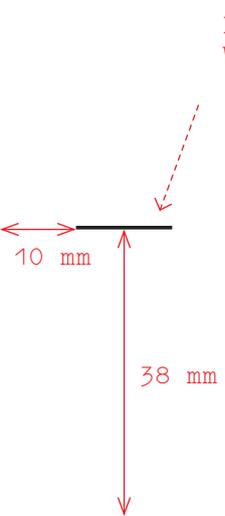
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File name: Bourdrez\_Law\_Logo.eps  
Width: 52 mm  
Height: 3.89 mm



File name: Stroke\_long.eps  
Width: 35 mm



File: Stroke\_short.eps  
Width: 12.66 mm

## BOURDREZ LAW

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Page 2/2

More formal language is used in business letters than in personal letters. For the greeting use Dear Mr., Mrs., Miss, or Ms. Before the person's name. Or, use a general greeting like Dear Sir or Madam. Place the salutation two lines below the inside address and use a colon (:) after it. For the more formal closing, write Sincerely, Yours truly, or Very truly yours, followed by a comma. If you type a letter, leave four lines of space. Any business letter you write may take one of two forms. One form is the block form, which should be used only if you type a letter. In the block form, begin every part of a letter at the left margin. Leave a blank line between paragraphs and do not indent them. Another form, the modified block form, may be used either for handwritten or typewritten letters. In this form, place the heading, closing, and signature at the right side of the page. Indent the paragraphs and do not leave extra space between them. Every business letter has six parts – the five parts of a personal letter, plus an inside address.

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Sincerely,

Aernoud Bourdrez

---

# BOURDREZ LAW



68 mm  
Page 2/2  
8.3 mm

File: Page2of2.eps  
Width: 12.1 mm  
Height: 2.9 mm

68 mm

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More formal language is used in business letters than in personal letters. For the greeting use Dear Mr., Mrs., Miss, or Ms. Before the person's name. Or, use a general greeting like Dear Sir or Madam. Place the salutation two lines below the inside address and use a colon (:) after it. For the more formal closing, write Sincerely, Yours truly, or Very truly yours, followed by a comma. If you type a letter, leave four lines of space. Any business letter you write may take one of two forms. One form is the block form, which should be used only if you type a letter. In the block form, begin every part of a letter at the left margin. Leave a blank line between paragraphs and do not indent them. Another form, the modified block form, may be used either for handwritten or typewritten letters. In this form, place the heading, closing, and signature at the right side of the page. Indent the paragraphs and do not leave extra space between them. Every business letter has six parts – the five parts of a personal letter, plus an inside address.

13  
14  
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18

More formal language is used in business letters than in personal letters. For the greeting use Dear Mr., Mrs., Miss, or Ms. Before the person's name. Or, use a general greeting like Dear Sir or Madam. Place the salutation two lines below the inside address and use a colon (:) after it. For the more formal closing, write Sincerely, Yours truly, or Very truly yours, followed by a comma. If you type a letter, leave four lines of space.

19  
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Sincerely,

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41  
42

Aernoud Bourdrez

55 mm

15 mm

193 mm

140 mm

36 mm



Invoice  
This sheet is pre-printed  
(same as 2nd page)

## BOURDREZ LAW

---

---

# BOURDREZ LAW

---

Mario Testino  
Attn. Amber Olson  
1 Evesham Street  
London W11 4AJ  
UK

Date: October 25, 2012  
Invoice: 012.2013

Herengracht 328  
1016 CE Amsterdam

T +31 20 303 8740  
F +31 84 003 5675

office@bourdrezlaw.com  
www.bourdrezlaw.com

KvK: 34204944  
BTW: 8191.11.624.B.018270

Rabobank: 3034.89405  
IBAN: NL96RABO0303489405  
SWIFT/BIC RABONL2U

Deliverables: correspondence to court, re: withdraw of default hearing

	EUR
5.5 hours (EUR 220 hour rate)	580,00
Subtotal	1.230,00
VAT 21%	258,30
Total	1.488,30

---

# BOURDREZ LAW

---

Mario Testino  
Attn. Amber Olson  
1 Evesham Street  
London W11 4AJ  
UK

Date: October 25, 2012  
Invoice: 012.2013

Herengracht 328  
1016 CE Amsterdam  
T +31 20 303 8740  
F +31 84 003 5675

office@bourdrezlaw.com  
www.bourdrezlaw.com

KvK: 34204944  
BTW: 8191.11.624.B.018270  
Rabobank: 3034.89405  
IBAN: NL96RABO0303489405  
SWIFT/BIC RABONL2U

Deliverables: correspondence to court, re: withdraw of default hearing  
This is only an example invoice with more lines. Maybe two or three lines.  
One or two or more lines of text here, one or two or more lines of text here...

	EUR
5.5 hours (EUR 220 hour rate) One or two or more lines of text here.	580,00
One or two or more lines of text here. One or two or more lines of text here.	XX,XX
Subtotal	1.230,00
VAT 21%	258,30
Total	1.488,30

---

# BOURDREZ LAW

Mario Testino 1  
Attn. Amber Olson 2  
1 Evesham Street 3  
London W11 4AJ 4  
UK 5

21.2 mm

Typeface: Gazette LH  
Size: 9 pt  
Interlining: 13 pt  
Kerning: 10

Date: October 25, 2012 1  
Invoice: 012.2013 2

7.5 mm

Herengracht 328  
1016 CE Amsterdam  
T +31 20 303 8740  
F +31 84 003 5675  
office@bourdrezlaw.com  
www.bourdrezlaw.com

KvK: 34204944  
BTW: 8191.11.624.B.018270  
Rabobank: 3034.89405  
IBAN: NL96RABO0303489405  
SWIFT/BIC RABONL2U

Deliverables: correspondence to court, re: withdraw of default hearing		EUR
	2	
	3	
	4	
5.5 hours (EUR 220 hour rate)	5	580,00
	6	
Subtotal	7	1.230,00
VAT 21%	8	258,30
	9	
Total	10	1.488,30
	11	

Max length: 141 mm

File: Address\_KvK.eps  
Width: 41.7 mm  
Height: 59.4 mm

10 mm

120 mm

35.5 mm

60 mm

68 mm

102 mm

120.5 mm

120.5 mm

# BOURDREZ LAW

Mario Testino  
Attn. Amber Olson  
1 Evesham Street  
London W11 4AJ  
UK

1 line break

Date: October 25, 2012  
Invoice: 012.2013

Herengracht 328  
1016 CE Amsterdam  
T +31 20 303 8740  
F +31 84 003 5675  
office@bourdrezlaw.com  
www.bourdrezlaw.com

KvK: 34204944  
BTW: 8191.11.624.B.018270  
Rabobank: 3034.89405  
IBAN: NL96RABO0303489405  
SWIFT/BIC RABONL2U

Deliverables: correspondence to court, re: withdraw of default hearing

Stroke thickness: 0.7pt

	1		
	2		
	3		EUR
5.5 hours (EUR 220 hour rate)	4		580,00 *
	5		
Subtotal	6		1.230,00
VAT 21%	7		258,30
	8		
Total	9		1.488,30
	10		

Stroke thickness: 1.4 pt

17.8 mm

17.8 mm

\* Important: The horizontal dividing lines should be centered within each line break.

# BOURDREZ LAW

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# BOURDREZ LAW

The vertical line should ascend 6.375 mm from the top horizontal line

Mario Testino  
Attn. Amber Olson  
1 Evesham Street  
London W11 4AJ  
UK

Distance from description to table: 6.375 mm

Date: October 25, 2012  
Invoice: 012.2013

Herengracht 328  
1016 CE Amsterdam  
T +31 20 303 8740  
F +31 84 003 5675  
office@bourdrezlaw.com  
www.bourdrezlaw.com

Deliverables: correspondence to court, re: withdraw of default hearing

Line thickness: 0.7 pt

	1	
	2	
	3	EUR
5.5 hours (EUR 220 hour rate)	4	580,00
	5	
Subtotal	6	1.230,00
VAT 21%	7	258,30
	8	
Total	9	1.488,30
	10	

KvK: 34204944  
BTW: 8191.11.624.B.018270  
Rabobank: 3034.89405  
IBAN: NL96RABO0303489405  
SWIFT/BIC RABONL2U

Stroke thickness: 1.4 pt

17.8 mm

17.8 mm

The horizontal dividing lines should be centered on each line break (marked with numbers)

Vertical padding within each text box: 3.46 mm (measured from text base until center of line)

Address stickers

This sheet is pre-printed and contains four stickers. Only the recipient's address has to be printed digitally.

BOURDREZ LAW

\_\_\_\_\_

\_\_\_\_\_

Herengracht 328  
1016 CE Amsterdam  
The Netherlands

BOURDREZ LAW

\_\_\_\_\_

\_\_\_\_\_

Herengracht 328  
1016 CE Amsterdam  
The Netherlands

BOURDREZ LAW

\_\_\_\_\_

\_\_\_\_\_

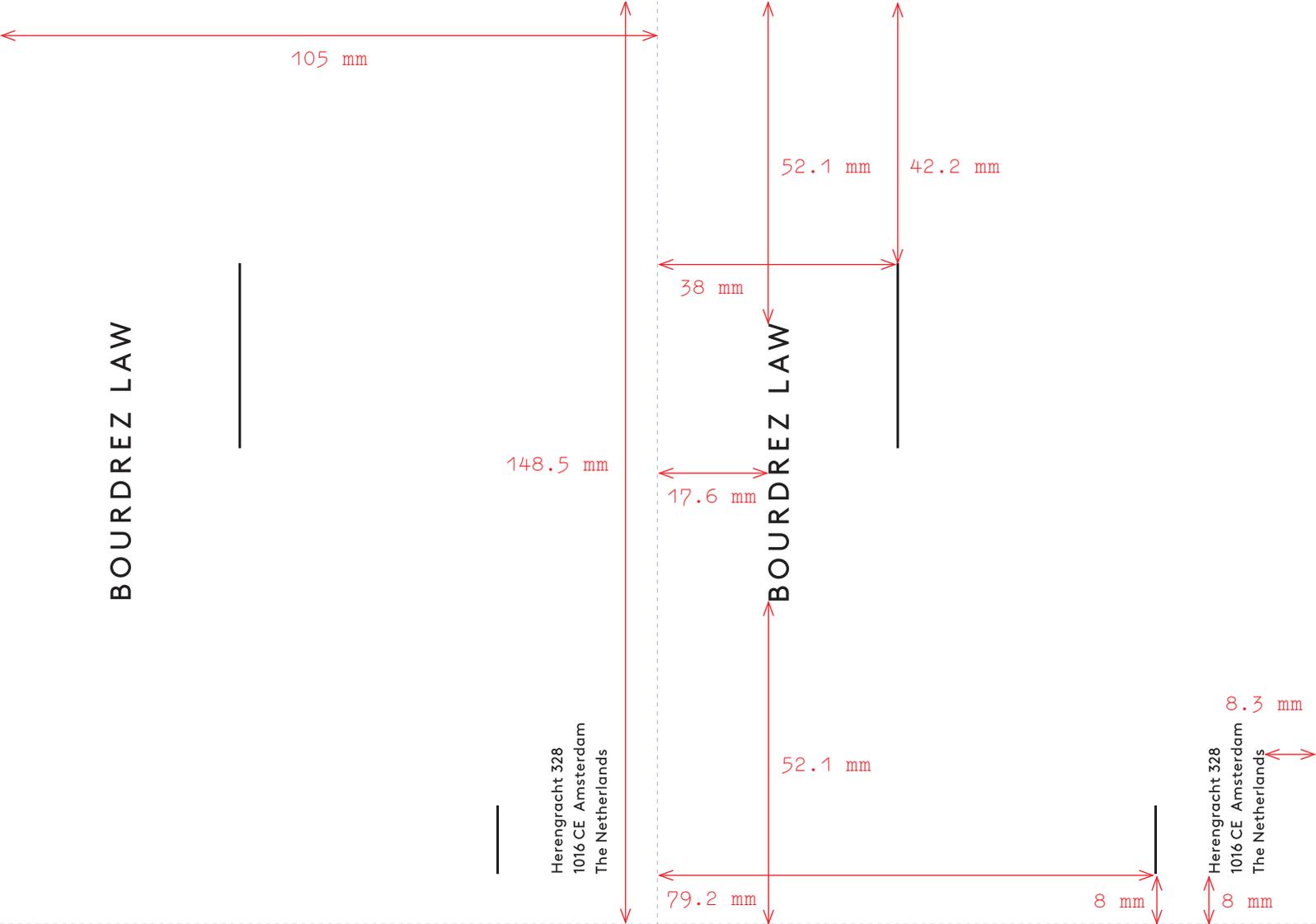
Herengracht 328  
1016 CE Amsterdam  
The Netherlands

BOURDREZ LAW

\_\_\_\_\_

\_\_\_\_\_

Herengracht 328  
1016 CE Amsterdam  
The Netherlands



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 Height: 3.33 mm

BOURDREZ LAW

File name: Address\_Stickers.eps  
 Width: 24.15 mm  
 Height: 8.8 mm

Herengracht 328  
1016 CE Amsterdam  
The Netherlands

BOURDREZ LAW

File name: Stroke\_long\_Stickers.eps  
 Width: 29.75 mm

File name: Stroke\_short\_Stickers.eps  
 Width: 11 mm

Herengracht 328  
1016 CE Amsterdam  
The Netherlands

Address stickers  
Example

BOURDREZ LAW

---

---

Herengracht 328  
1016 CE Amsterdam  
The Netherlands

de Appel  
t.a.v Anne Demester  
Prins Hendrikkade 142  
1011 AT Amsterdam 3

---

Herengracht 328  
1016 CE Amsterdam  
The Netherlands

BOURDREZ LAW

---

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Herengracht 328  
1016 CE Amsterdam  
The Netherlands

BOURDREZ LAW

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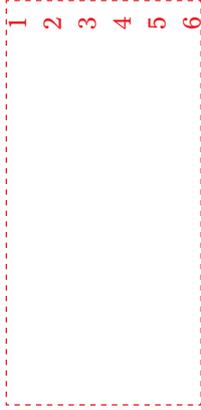
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Herengracht 328  
1016 CE Amsterdam  
The Netherlands

BOURDREZ LAW

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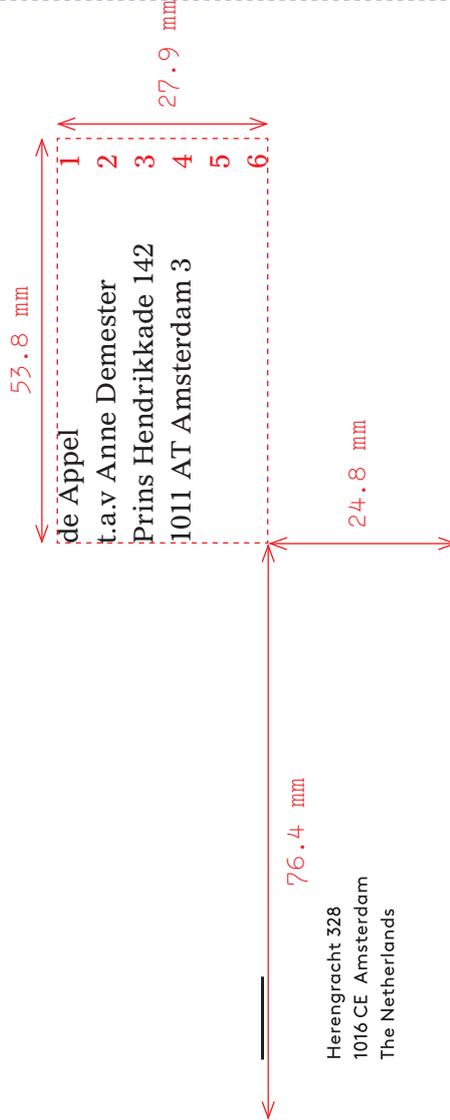
# BOURDREZ LAW



Herengracht 328  
1016 CE Amsterdam  
The Netherlands

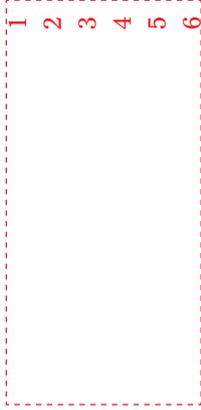
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Interlining: 14 pt  
Kerning: 5

# BOURDREZ LAW



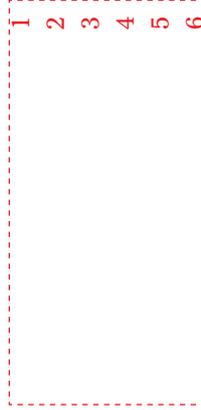
Herengracht 328  
1016 CE Amsterdam  
The Netherlands

# BOURDREZ LAW



Herengracht 328  
1016 CE Amsterdam  
The Netherlands

# BOURDREZ LAW



Herengracht 328  
1016 CE Amsterdam  
The Netherlands