

Hougham, Alison FIN:EX

From: Hougham, Alison FIN:EX
Sent: Tuesday, July 12, 2011 1:12 PM
To: Gillies, Jessica FIN:EX
Subject: RE: New Logo

This is the first thing I've heard of this Jess. Sorry I'm no help to you.

Alison Hougham
Administrative Assistant to
The Honourable Kevin Falcon
Minister of Finance and Deputy Premier
Phone: 250-387-3751 Fax: 250-387-5594

The contents of this message may be confidential and entitled to legal protection.
If you receive this message in error, please reply to alert me and then delete this - thank you!


From: Gillies, Jessica FIN:EX
Sent: Monday, July 11, 2011 12:21 PM
To: Freeman, Lisa FIN:EX; Hougham, Alison FIN:EX; McGaw, Danna R. PREM:EX
Subject: FW: New Logo

Good afternoon:

I have been receiving questions from staff (like the below) about the logo and am wondering if we have received/will be receiving any official direction from any of your offices. Could you please let me know?

Thank you!

Jessica Gillies
Correspondence Manager
Ministry of Finance
Performance Management and Corporate Priorities
Minister's Correspondence Unit
phone 250 387-8141 (NEW) | email Jessica.Gillies@gov.bc.ca

 Please consider the environment before printing this email

From: Hunter, Lindsay FIN:EX
Sent: Monday, July 11, 2011 8:57 AM
To: Gillies, Jessica FIN:EX
Subject: New Logo

Morning Jessica,

It was mentioned that we will not be using "The Best Place On Earth" logo's anymore, as of last week... Do you have the new logo templates or when we can be expecting them? Please let me know. Thanks!

Lindsay Hunter

Administrative Assistant
Property Taxation Branch
Ministry of Finance
Tel: 250.387.0537 Fax: 250.387.2210

 Rethink Reduce Reuse Repair Recycle

Jones, Krista SSBC:EX

From: Crevatin, Sandra FIN:EX
Sent: Monday, April 19, 2010 12:27 PM
To: Gillies, Jessica FIN:EX
Subject: BC Government Logo

Hi Jessica,

Hope you can help me, or send me in the right direction.

I had an employee ask if we're still to use the "Best Place On Earth" government logo. He said he thought there was some controversy over it so thought I'd clarify.

Thank you,

Sandra Crevatin, CRM
Central Services Assistant
Risk Management Branch
& Government Security Office
Ph: 250.387.1413 Fx: 250.356.6222
Internet: <http://www.fin.gov.bc.ca/PT/rmb/index.shtml>

Jones, Krista SSBC:EX

From: Case, Margaret HLTH:EX
Sent: Monday, November 1, 2010 12:11 PM
To: Gillies, Jessica FIN:EX
Subject: RE: Question regarding Ministry PowerPoint

Hi Jessica, when the two ministries joined together in April 2009, we were told the ministry "look" would be consistent with the swirl previously used in SBR. So, yes, the PPT on the intranet is what we should be using. On this page: <http://gww.fin.gov.bc.ca/tools/>, under Communication, Ministry PowerPoint.

*Margaret Case, Manager, Marketing and Communication | Ministry of Finance, Government of British Columbia
Ph. (250) 953-4589 | Mailing Address: PO Box 9415 Stn Prov Govt Victoria BC V8W 9V1*

From: Gillies, Jessica FIN:EX
Sent: Monday, November 1, 2010 11:00 AM
To: Case, Margaret FIN:EX
Subject: FW: Question regarding Ministry PowerPoint
Importance: High

Margaret, do you know the answer to this question?

Jessica Gillies
Correspondence Manager, Ministry of Finance

From: Davis, Andrea FIN:EX
Sent: Monday, November 1, 2010 10:23 AM
To: FIN REV Correspondence FIN:EX
Subject: Question regarding Ministry PowerPoint
Importance: High

Good morning,

I was asked to confirm if the Ministry PowerPoint link is the correct presentation we should only be using now? We have one saved on our LAN that has the current BC logo but states "The Best Place on Earth" and we are not sure if we should be using this one anymore? Could you please confirm this? Thank you.

Sincerely,

Andrea Davis

Central Services Assistant
Risk Management Branch and Government Security Office
Phone: (250) 387-7483 Fax: (250) 356-6222
Internet: www.fin.gov.bc.ca/pt/rmb/index.shtml

The contents of this electronic mail transmission are PRIVILEGED, intended to be CONFIDENTIAL, and for the sole use of the designated recipient. If this message has been misdirected, or if a resend is desired, please contact the sending office as soon as possible.

Jones, Krista SSBC:EX

From: Selbee, Donna FIN:EX
Sent: Monday, July 18, 2011 2:01 PM
To: Akam, Shelly L FIN:EX; Mulloy, Eleanor FIN:EX; FIN CAMEX Plus; Bradley, Michelle FIN:EX; Bronson, Nikki FIN:EX; Hundle, Vijay S FIN:EX
Subject: RE: NEW PowerPoint presentation template

The new ppts will be on our intranet under Work Tools: <http://gww.fin.gov.bc.ca/tools/> and under (soon to be updated) About and Vision Resources: http://gww.fin.gov.bc.ca/about/mfin_id.stm.

Thanks.

Donna Selbee

Executive Director
Performance Management and Corporate Priorities Branch
Corporate and Ministry Support Services
Ministry of Finance

MINISTRY OF FINANCE: *Trusted financial and economic leadership for a prosperous province*

 Please consider the environment before printing this email.

From: Akam, Shelly L FIN:EX
Sent: Monday, July 18, 2011 1:54 PM
To: Mulloy, Eleanor FIN:EX; FIN CAMEX Plus; Bradley, Michelle FIN:EX; Bronson, Nikki FIN:EX; Hundle, Vijay S FIN:EX
Subject: RE: NEW PowerPoint presentation template

Thank you Eleanor.

Will this be put in a folder on L drive? If so, what folder?

From: Mulloy, Eleanor FIN:EX
Sent: Friday, July 15, 2011 12:11 PM
To: FIN CAMEX Plus; Bradley, Michelle FIN:EX; Bronson, Nikki FIN:EX; Hundle, Vijay S FIN:EX
Subject: FW: NEW PowerPoint presentation template

For your future PowerPoint presentation needs.

Eleanor Mulloy
Executive Coordinator, ADM's Offices
Corporate and Ministry Support Services
3rd Floor, 617 Government Street
Victoria, BC V8W 9V1
Phone: 250-387-3989
Fax: 250-387-8586

"If you always put limit on everything you do, physical or anything else. It will spread into your work and into your life. There are no limits. There are only plateaus, and you must not stay there, you must go beyond them." ~Bruce Lee

From: Freeman, Lisa FIN:EX
Sent: Friday, July 15, 2011 12:05 PM
To: FIN DMO ExecSecs
Cc: MacLean, Shelley FIN:EX; Gillies, Jessica FIN:EX
Subject: NEW PowerPoint presentation template

Good day,
Please find attached the current PowerPoint presentation template with the 2011 graphics and the sun only logo.

<< File: fin_powerpoint_template 2011. pptx.pptx >>
Cheers

Lisa Freeman
Office of the Deputy Minister, Ministry of Finance

T: 250.387.1660

Jones, Krista SSBC:EX

From: Gillies, Jessica FIN:EX
Sent: Wednesday, July 13, 2011 9:08 AM
To: Stewart, Cathy L FIN:EX; Stonnell, Jennifer FIN:EX; Hunter, Lindsay FIN:EX; Hunter-Friesen, Margaret M FIN:EX; Kowalewsky, Sheila J FIN:EX; Dobie, Michelle FIN:EX; Sharrock, Maija FIN:EX; Leavey, Irene E FIN:EX; Greig, Elaine FIN:EX; Briggs, Maureen A FIN:EX; FIN REV G RMO Ministerial Correspondence FIN:EX; Thompson, Connie FIN:EX; Warke, Sheila D FIN:EX; Nicholson, Kirsten FIN:EX; Hagar, Vanessa A. FIN:EX; Allen, Leanne V FIN:EX; Wong, Gina G FIN:EX; Teichroew, Julia FIN:EX; Salling, Tammy L FIN:EX; Purdy, Sheila PCT:EX; Bacon, Tracey FIN:EX; Ringma, Shalegh FIN:EX; Huson, Trena FIN:EX; Chand, Rita FIN:EX; Bradley, Michelle FIN:EX; Thompson, Donna J FIN:EX
Cc: Saunders, Manna FIN:EX; Ellis, Mandy FIN:EX; Thate, Christine FIN:EX; Freeman, Lisa FIN:EX; Hougham, Alison FIN:EX
Subject: NEW logo/letterhead
Attachments: DM Letter Template with outline July 2011.doc; Memo - DM's signature July 2011.doc; DM Letter Template July 2011.doc; Minister's Letterhead July 2011.docx; Minister's Letterhead with outline July 2011.docx

Importance: High

Good morning:

I have received direction from the Premier's DM's office that we are to use the attached new logo on all correspondence. New templates are attached. Please update any ADM, Executive Director or other branch templates you have, and please update correspondence that is currently in progress.

Please distribute this message as appropriate.

Thank you,

Jessica Gillies
Correspondence Manager
Ministry of Finance
Performance Management and Corporate Priorities
Minister's Correspondence Unit
phone 250 387-8141 (NEW) | email Jessica.Gillies@gov.bc.ca

 Please consider the environment before printing this email



123456

Name
Address
City Prov Postal Code

Dear :

Thank you for your letter of [date], regarding [subject].

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- 2 -

At least two lines and/or closing on signature page.

I would like to thank you again for taking the time to write.

Sincerely,

Peter Milburn
Deputy Minister

Attachment

cc:



Ministry of
Finance

Office of the
Deputy Minister

MEMORANDUM

To: Honourable Kevin Falcon
Minister of Finance and Deputy Premier

Date:
Cliff#

Re:

Peter Milburn
Deputy Minister

Attachments







123456

Name
Address
City Prov Postal Code

Dear :

Thank you for your letter of [date], regarding [subject].

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.../2

At least two lines and/or closing on signature page.

I would like to thank you again for taking the time to write.

Sincerely,

Kevin Falcon
Minister and Deputy Premier

Enclosure

cc:

Jones, Krista SSBC:EX

From: Gillies, Jessica FIN:EX
Sent: Wednesday, July 13, 2011 12:20 PM
To: Hunter, Lindsay FIN:EX; Freeman, Lisa FIN:EX
Subject: RE: NEW logo/letterhead

As far as I know it's just the DMO's preference that DM letters have the logo left-aligned. I think branch letters are up to the branches issuing them. Lisa, can you advise?

Jessica Gillies
Correspondence Manager, Ministry of Finance
phone 250 387-8141 (NEW)

From: Hunter, Lindsay FIN:EX
Sent: Wednesday, July 13, 2011 12:18 PM
To: Gillies, Jessica FIN:EX
Subject: FW: NEW logo/letterhead

Hi Jessica, staff are asking if we should continue issuing our branch letters with the logo centred or if it should be left justified, as your examples have both types. Can you please confirm? Thanks.

Lindsay Hunter
Tel: 387.0537 Fax: 387.2210

From: Guthrie, Leslie J FIN:EX
Sent: Wednesday, July 13, 2011 12:13 PM
To: Hunter, Lindsay FIN:EX
Subject: RE: NEW logo/letterhead

Hi Lindsay,

Would you be able to check to see if the logo is supposed to be left justified or centered on our taxpayer letters? Your examples have both types and we need to know what we should be putting on our taxpayer letters – left or centered. Currently we have our logos centered so are looking for confirmation if we should continue this way.

Thanks.

Leslie Guthrie, CA
Audit Team Leader
Property Transfer Tax, Property Taxation Branch
Ministry of Finance
Phone (250) 356-9268 FAX (250) 953-3094

From: Hunter, Lindsay FIN:EX
Sent: Wednesday, July 13, 2011 11:36 AM
To: FIN REV PTB Senior Staff & Supervisors
Subject: FW: NEW logo/letterhead
Importance: High

Good day,

Please see letter templates with new logo attached. And as per email below, please update correspondence that is currently in progress with new letterhead.

Cheers,

Lindsay Hunter

Tel: 387.0537 Fax: 387.2210

From: Gillies, Jessica FIN:EX

Sent: Wednesday, July 13, 2011 9:08 AM

To: Stewart, Cathy L FIN:EX; Stonnell, Jennifer FIN:EX; Hunter, Lindsay FIN:EX; Hunter-Friesen, Margaret M FIN:EX; Kowalewsky, Sheila J FIN:EX; Dobie, Michelle FIN:EX; Sharrock, Maija FIN:EX; Leavey, Irene E FIN:EX; Greig, Elaine FIN:EX; Briggs, Maureen A FIN:EX; FIN REV G RMO Ministerial Correspondence FIN:EX; Thompson, Connie FIN:EX; Warke, Sheila D FIN:EX; Nicholson, Kirsten FIN:EX; Hagar, Vanessa A. FIN:EX; Allen, Leanne V FIN:EX; Wong, Gina G FIN:EX; Teichroew, Julia FIN:EX; Salling, Tammy L FIN:EX; Purdy, Sheila PCT:EX; Bacon, Tracey FIN:EX; Ringma, Shalegh FIN:EX; Huson, Trena FIN:EX; Chand, Rita FIN:EX; Bradley, Michelle FIN:EX; Thompson, Donna J FIN:EX
Cc: Saunders, Manna FIN:EX; Ellis, Mandy FIN:EX; Thate, Christine FIN:EX; Freeman, Lisa FIN:EX; Hougham, Alison FIN:EX

Subject: NEW logo/letterhead

Importance: High

Good morning:

I have received direction from the Premier's DM's office that we are to use the attached new logo on all correspondence. New templates are attached. Please update any ADM, Executive Director or other branch templates you have, and please update correspondence that is currently in progress.

Please distribute this message as appropriate.

Thank you,

Jessica Gillies


Correspondence Manager

Ministry of Finance

Performance Management and Corporate Priorities

Minister's Correspondence Unit

phone 250 387-8141 (NEW) | email Jessica.Gillies@gov.bc.ca

 Please consider the environment before printing this email

Jones, Krista SSBC:EX

From: Gillies, Jessica FIN:EX
Sent: Wednesday, July 13, 2011 9:14 AM
To: Nicoll, Sara ENV:EX
Subject: New logo

Jessica Gillies
Correspondence Manager, Ministry of Finance
phone 250 387-8141 (NEW)

From: Olson, Alisha PREM:EX
Sent: Tuesday, July 12, 2011 3:52 PM
To: Gillies, Jessica FIN:EX
Subject: RE: GCPE Letterhead.doc

Confirmed!

From: Gillies, Jessica FIN:EX
Sent: Tuesday, July 12, 2011 3:52 PM
To: Olson, Alisha PREM:EX
Subject: RE: GCPE Letterhead.doc

Thank you, Alisha! So to confirm, we should use this on all correspondence?

Jessica Gillies
Correspondence Manager, Ministry of Finance
phone 250 387-8141 (NEW)

From: Olson, Alisha PREM:EX
Sent: Tuesday, July 12, 2011 3:50 PM
To: Gillies, Jessica FIN:EX
Subject: GCPE Letterhead.doc

Jessica – here is the letterhead with new logo on it..



GCPE
Letterhead.doc



Jones, Krista SSBC:EX

From: Hougham, Alison FIN:EX
Sent: Wednesday, July 13, 2011 8:47 AM
To: Gillies, Jessica FIN:EX
Subject: RE: FOR REVIEW: Letterhead templates

All looks good to go ☺

Thanks Jess!

Alison Hougham

Administrative Assistant to
The Honourable Kevin Falcon
Minister of Finance and Deputy Premier
Phone: 250-387-3751 Fax: 250-387-5594

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If you receive this message in error, please reply to alert me and then delete this - thank you!

From: Gillies, Jessica FIN:EX
Sent: Tuesday, July 12, 2011 4:20 PM
To: Hougham, Alison FIN:EX; Freeman, Lisa FIN:EX; Saunders, Manna FIN:EX
Subject: FOR REVIEW: Letterhead templates

Please let me know if they are okay or if changes are required. I have updated the logos. Does the sizing/spacing look okay?

I will distribute once you have confirmed.

Jessica Gillies
Correspondence Manager
Ministry of Finance
Performance Management and Corporate Priorities
Minister's Correspondence Unit
phone 250 387-8141 (NEW) | email Jessica.Gillies@gov.bc.ca

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<< File: MCU General Letterhead July 2011.doc >> << File: DM Letter Template July 2011.doc >> << File: Memo - DM's signature July 2011.doc >> << File: DM Letter Template with outline July 2011.doc >> << File: Minister's Letterhead July 2011.docx >> << File: Minister's Letterhead with outline July 2011.docx >>

Jones, Krista SSBC:EX

From: Gillies, Jessica FIN:EX
Sent: Tuesday, July 12, 2011 4:39 PM
To: Hunter, Lindsay FIN:EX
Subject: RE: New Logo

I'm planning to send out new templates tomorrow. Thanks!

Jessica Gillies
Correspondence Manager, Ministry of Finance
phone 250 387-8141 (NEW)

From: Hunter, Lindsay FIN:EX
Sent: Monday, July 11, 2011 8:57 AM
To: Gillies, Jessica FIN:EX
Subject: New Logo

Morning Jessica,

It was mentioned that we will not be using "The Best Place On Earth" logo's anymore, as of last week... Do you have the new logo templates or when we can be expecting them? Please let me know. Thanks!

Lindsay Hunter

Administrative Assistant
Property Taxation Branch
Ministry of Finance
Tel: 250.387.0537 Fax: 250.387.2210

 Rethink Reduce Reuse Repair Recycle

Jones, Krista SSBC:EX

From: McGaw, Danna R PREM:EX
Sent: Tuesday, July 12, 2011 4:28 PM
To: Gillies, Jessica FIN:EX
Subject: RE: New Logo

No problem.

From: Gillies, Jessica FIN:EX
Sent: Tuesday, July 12, 2011 4:26 PM
To: McGaw, Danna R PREM:EX
Subject: RE: New Logo

Thank you! I contacted the Premier's DM's office and they sent me the new logo (sun but no Best Place on Earth).

Jessica Gillies
Correspondence Manager, Ministry of Finance
phone 250 387-8141 (NEW)

From: McGaw, Danna R PREM:EX
Sent: Monday, July 11, 2011 1:20 PM
To: Gillies, Jessica FIN:EX
Subject: RE: New Logo

Such directions don't come from our office, Jessica. Your DM's office should have received direction. If they don't seem to know, maybe the Premier's DM's office would be the place to check - Michelle Leamy?

I can tell you that we're using up our sunshine logo letterhead for only certain kinds of correspondence - usually proactives. For most letters, we are reverting back to using the provincial crest letterhead.

I hope this helps.
Danna

From: Gillies, Jessica FIN:EX
Sent: Monday, July 11, 2011 12:21 PM
To: Freeman, Lisa FIN:EX; Hougham, Alison FIN:EX; McGaw, Danna R PREM:EX
Subject: FW: New Logo

Good afternoon:

I have been receiving questions from staff (like the below) about the logo and am wondering if we have received/will be receiving any official direction from any of your offices. Could you please let me know?

Thank you!

Jessica Gillies
Correspondence Manager
Ministry of Finance
Performance Management and Corporate Priorities

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Lindsay Hunter

Administrative Assistant
Property Taxation Branch
Ministry of Finance
Tel: 250.387.0537 Fax: 250.387.2210

 Rethink Reduce Reuse Repair Recycle

Jones, Krista SSBC:EX

From: Freeman, Lisa FIN:EX
Sent: Tuesday, July 12, 2011 4:27 PM
To: Gillies, Jessica FIN:EX; Hougham, Alison FIN:EX; Saunders, Manna FIN:EX
Subject: RE: FOR REVIEW: Letterhead templates

They look great, thank you Jessica for fixing the templates up with the new logo.

Lisa Freeman
Office of the Deputy Minister, Ministry of Finance

T: 250.387.1660

From: Gillies, Jessica FIN:EX
Sent: Tuesday, July 12, 2011 4:20 PM
To: Hougham, Alison FIN:EX; Freeman, Lisa FIN:EX; Saunders, Manna FIN:EX
Subject: FOR REVIEW: Letterhead templates

Please let me know if they are okay or if changes are required. I have updated the logos. Does the sizing/spacing look okay?

I will distribute once you have confirmed.

Jessica Gillies
Correspondence Manager
Ministry of Finance
Performance Management and Corporate Priorities
Minister's Correspondence Unit
phone 250 387-8141 (NEW) | email Jessica.Gillies@gov.bc.ca

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<< File: MCU General Letterhead July 2011.doc >> << File: DM Letter Template July 2011.doc >> << File: Memo - DM's signature July 2011.doc >> << File: DM Letter Template with outline July 2011.doc >> << File: Minister's Letterhead July 2011.docx >> << File: Minister's Letterhead with outline July 2011.docx >>

Jones, Krista SSBC:EX

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Sent: Tuesday, July 12, 2011 4:20 PM
To: Hougham, Alison FIN:EX; Freeman, Lisa FIN:EX; Saunders, Manna FIN:EX
Subject: FOR REVIEW: Letterhead templates

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I will distribute once you have confirmed.

Jessica Gillies
Correspondence Manager
Ministry of Finance
Performance Management and Corporate Priorities
Minister's Correspondence Unit
phone 250 387-8141 (NEW) | email Jessica.Gillies@gov.bc.ca



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MCU General



DM Letter



Memo - DM's



DM Letter



Minister's



Minister's

Letterhead July 2011 template July 2011 signature July 2011 template with outline letterhead July 2011 letterhead with out







Ministry of
Finance

Office of the
Deputy Minister

MEMORANDUM

To: Honourable Kevin Falcon
Minister of Finance and Deputy Premier

Date:
Cliff#

Re:

Peter Milburn
Deputy Minister

Attachments



123456

Name
Address
City Prov Postal Code

Dear :

Thank you for your letter of [date], regarding [subject].

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- 2 -

At least two lines and/or closing on signature page.

I would like to thank you again for taking the time to write.

Sincerely,

Peter Milburn
Deputy Minister

Attachment

cc:





123456

Name
Address
City Prov Postal Code

Dear : :

Thank you for your letter of [date], regarding [subject].

B
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.../2

At least two lines and/or closing on signature page.

I would like to thank you again for taking the time to write.

Sincerely,

Kevin Falcon
Minister and Deputy Premier

Enclosure

cc:

Jones, Krista SSBC:EX

From: Gillies, Jessica FIN:EX
Sent: Tuesday, July 12, 2011 4:18 PM
To: Stonnell, Jennifer FIN:EX
Subject: RE: Letterhead / Template

You're welcome! I have actually just received direction about the new logo, so I will send you updated templates ASAP.

Jessica Gillies
Correspondence Manager, Ministry of Finance
phone 250 387-8141 (NEW)

From: Stonnell, Jennifer FIN:EX
Sent: Tuesday, July 12, 2011 3:41 PM
To: Gillies, Jessica FIN:EX
Subject: RE: Letterhead / Template

Thanks Jessica – this is perfect!

From: Gillies, Jessica FIN:EX
Sent: Tuesday, July 12, 2011 3:40 PM
To: Stonnell, Jennifer FIN:EX
Subject: RE: Letterhead / Template

Jennifer, here is the DM letterhead. I have attached one with a sample outline as well so you can see things like the DM's signature block (some parts of the outline will not apply to your letters).

Jessica Gillies
Correspondence Manager, Ministry of Finance
phone 250 387-8141 (NEW)

From: Stonnell, Jennifer FIN:EX
Sent: Tuesday, July 12, 2011 3:26 PM
To: Gillies, Jessica FIN:EX
Subject: Letterhead / Template

Hi Jessica,

I am drafting some letters of recognition to be signed by DM and am wondering whether you have a letterhead / template that I should be using?

Thanks,

Jennifer Stonnell
Manager, Divisional Operations
Economics & Policy
Ministry of Finance
T: 250-952-0750

Jones, Krista SSBC:EX

From: Gillies, Jessica FIN:EX
Sent: Tuesday, July 12, 2011 3:56 PM
To: Freeman, Lisa FIN:EX; Saunders, Manna FIN:EX; Hougham, Alison FIN:EX
Subject: FYI: New logo

FYI – I will email all correspondence contacts.

Jessica Gillies
Correspondence Manager, Ministry of Finance
phone 250 387-8141 (NEW)

From: Olson, Alisha PREM:EX
Sent: Tuesday, July 12, 2011 3:52 PM
To: Gillies, Jessica FIN:EX
Subject: RE: GCPE Letterhead.doc

Confirmed!

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Sent: Tuesday, July 12, 2011 3:52 PM
To: Olson, Alisha PREM:EX
Subject: RE: GCPE Letterhead.doc

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Jessica Gillies
Correspondence Manager, Ministry of Finance
phone 250 387-8141 (NEW)

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Jessica – here is the letterhead with new logo on it..



GCPE
Letterhead.doc



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To: Gillies, Jessica FIN:EX
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Alison Hougham

Administrative Assistant to
The Honourable Kevin Falcon
Minister of Finance and Deputy Premier
Phone: 250-387-3751 Fax: 250-387-5594

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To: Freeman, Lisa FIN:EX; Hougham, Alison FIN:EX; McGaw, Danna R PREM:EX
Subject: FW: New Logo

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Thank you!

Jessica Gillies
Correspondence Manager
Ministry of Finance
Performance Management and Corporate Priorities
Minister's Correspondence Unit
phone 250 387-8141 (NEW) | email Jessica.Gillies@gov.bc.ca

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From: Hunter, Lindsay FIN:EX
Sent: Monday, July 11, 2011 8:57 AM
To: Gillies, Jessica FIN:EX
Subject: New Logo

Morning Jessica,

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Lindsay Hunter

Administrative Assistant
Property Taxation Branch
Ministry of Finance
Tel: 250.387.0537 Fax: 250.387.2210

Jones, Krista SSBC:EX

From: Bacon, Tracey FIN:EX
Sent: Friday, June 3, 2011 1:21 PM
To: Gillies, Jessica FIN:EX
Subject: RE: Logo

Thank you very much Jessica

From: Gillies, Jessica FIN:EX
Sent: Friday, June 3, 2011 1:21 PM
To: Bacon, Tracey FIN:EX
Subject: FW: Logo

Tracey, please see attached from Jason.

Jessica Gillies
Correspondence Manager, Ministry of Finance

From: Saliani, Jason FIN:EX
Sent: Friday, June 3, 2011 1:16 PM
To: Gillies, Jessica FIN:EX
Subject: RE: Logo

Jason Saliani
Communication Co-ordinator
Ministry of Finance
Phone: (250) 356.1766

From: Gillies, Jessica FIN:EX
Sent: Friday, June 3, 2011 1:05 PM
To: Bacon, Tracey FIN:EX
Cc: Brix, Billy P FIN:EX; Saliani, Jason FIN:EX
Subject: RE: Logo

Tracey, I have copied Jason Saliani in the Marketing and Communications Unit as he may be able to assist.

Thanks, Jason.

Jessica Gillies
Correspondence Manager, Ministry of Finance

From: Bacon, Tracey FIN:EX
Sent: Friday, June 3, 2011 12:50 PM
To: Gillies, Jessica FIN:EX
Cc: Van Dam, Millie FIN:EX; Brix, Billy P FIN:EX
Subject: RE: Logo

Hi Jessica,

Re:

- PNG format means that the background is clear, as opposed to white.
- I also need the logo to be reversed, in that the words are white instead of blue.

I have exhausted our Admin and Harla for this logo. Would you have the logos Billy could use?

From: Van Dam, Millie FIN:EX
Sent: Friday, June 3, 2011 11:48 AM
To: Brix, Billy P FIN:EX
Cc: Bacon, Tracey FIN:EX
Subject: RE: Logo

Hi Billy...

Sorry I can't be much help right now....maybe Tracey Bacon can assist you...thanks.

Millie Van Dam
Production Coordinator
Financial Reporting & Advisory Services
Office of the Comptroller General
Ministry of Finance
Tel: (250) 387-8985
Fax: (250) 356-8388
E-mail: Millie.VanDam@gov.bc.ca



Please consider the environment before printing this e-mail

From: Brix, Billy P FIN:EX
Sent: Friday, June 3, 2011 10:13 AM
To: Van Dam, Millie FIN:EX
Subject: FW: Logo

Hi Millie.

Terry Settle suggested that I try contacting you for this.

I am looking for a high quality, Best Place on Earth logo, that is in the .png format.

.PNG format means that the background is clear, as opposed to white.
I also need the logo to be reversed, in that the words are white instead of blue.

Below are two examples, each of which would be sufficient, if they could meet the criteria above (white letters, clear background).

Are you able to help?

Thanks very much.



Billy Brix
Business Advisor - IM/IT
Internal Audit and Advisory Services
Office of the Comptroller General
250 387-8599

Jones, Krista SSBC:EX

From: Gillies, Jessica FIN:EX
Sent: Friday, June 3, 2011 1:20 PM
To: Saliari, Jason FIN:EX
Subject: RE: Logo

Thank you!

Jessica Gillies
Correspondence Manager, Ministry of Finance

From: Saliari, Jason FIN:EX
Sent: Friday, June 3, 2011 1:16 PM
To: Gillies, Jessica FIN:EX
Subject: RE: Logo

Jason Saliari
Communication Co-ordinator
Ministry of Finance
Phone: (250) 356.1766

From: Gillies, Jessica FIN:EX
Sent: Friday, June 3, 2011 1:05 PM
To: Bacon, Tracey FIN:EX
Cc: Brix, Billy P FIN:EX; Saliari, Jason FIN:EX
Subject: RE: Logo

Tracey, I have copied Jason Saliari in the Marketing and Communications Unit as he may be able to assist.

Thanks, Jason.

Jessica Gillies
Correspondence Manager, Ministry of Finance

From: Bacon, Tracey FIN:EX
Sent: Friday, June 3, 2011 12:50 PM
To: Gillies, Jessica FIN:EX
Cc: Van Dam, Millie FIN:EX; Brix, Billy P FIN:EX
Subject: RE: Logo

Hi Jessica,

Re:

- PNG format means that the background is clear, as opposed to white.
- I also need the logo to be reversed, in that the words are white instead of blue.

I have exhausted our Admin and Harla for this logo. Would you have the logos Billy could use?

From: Van Dam, Millie FIN:EX
Sent: Friday, June 3, 2011 11:48 AM
To: Brix, Billy P FIN:EX
Cc: Bacon, Tracey FIN:EX
Subject: RE: Logo

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Millie Van Dam

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The Best Place on Earth



Billy Brix
Business Advisor - IM/IT
Internal Audit and Advisory Services
Office of the Comptroller General
250 387-8599

Jones, Krista SSBC:EX

From: Gillies, Jessica FIN:EX
Sent: Friday, June 3, 2011 1:21 PM
To: Bacon, Tracey FIN:EX
Subject: FW: Logo
Attachments: BC_BestPlace_V_CMYK_pos-whitetext.png

Tracey, please see attached from Jason.

Jessica Gillies
Correspondence Manager, Ministry of Finance

From: Saliani, Jason FIN:EX
Sent: Friday, June 3, 2011 1:16 PM
To: Gillies, Jessica FIN:EX
Subject: RE: Logo

Jason Saliani
Communication Co-ordinator
Ministry of Finance
Phone: (250) 356.1766

From: Gillies, Jessica FIN:EX
Sent: Friday, June 3, 2011 1:05 PM
To: Bacon, Tracey FIN:EX
Cc: Brix, Billy P FIN:EX; Saliani, Jason FIN:EX
Subject: RE: Logo

Tracey, I have copied Jason Saliani in the Marketing and Communications Unit as he may be able to assist.

Thanks, Jason.

Jessica Gillies
Correspondence Manager, Ministry of Finance

From: Bacon, Tracey FIN:EX
Sent: Friday, June 3, 2011 12:50 PM
To: Gillies, Jessica FIN:EX
Cc: Van Dam, Millie FIN:EX; Brix, Billy P FIN:EX
Subject: RE: Logo

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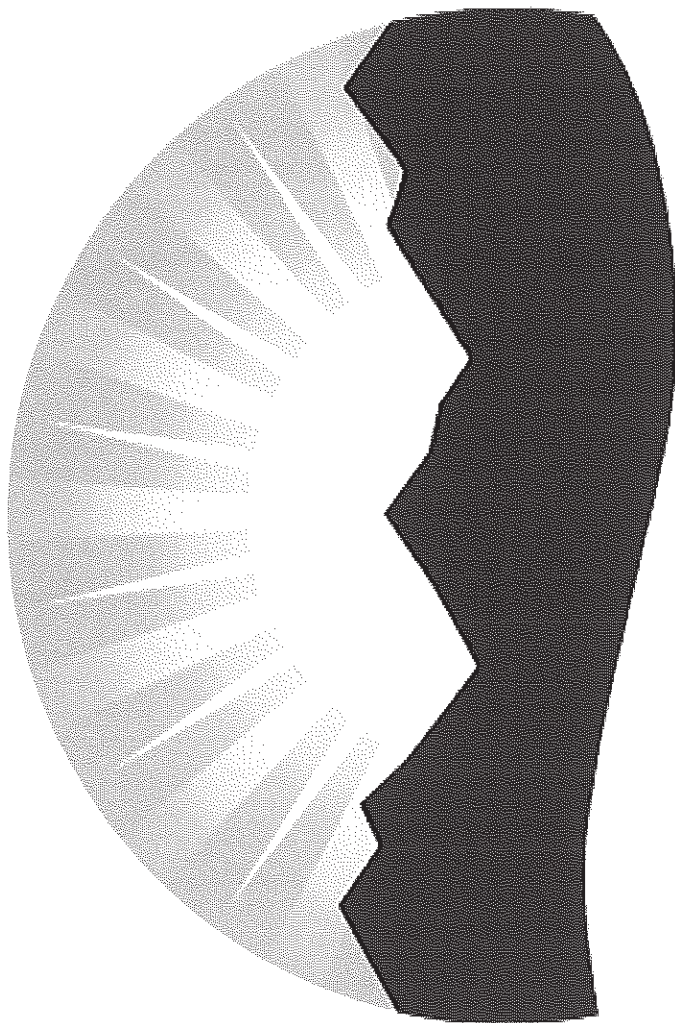
Are you able to help?

Thanks very much.





Billy Brix
Business Advisor - IM/IT
Internal Audit and Advisory Services
Office of the Comptroller General
250 387-8599



Jones, Krista SSBC:EX

From: Gillies, Jessica FIN:EX
Sent: Friday, June 3, 2011 1:05 PM
To: Bacon, Tracey FIN:EX
Cc: Brix, Billy P FIN:EX; Saliani, Jason FIN:EX
Subject: RE: Logo

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Thanks, Jason.

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Correspondence Manager, Ministry of Finance

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Are you able to help?

Thanks very much.



Billy Brix
Business Advisor - IM/IT
Internal Audit and Advisory Services
Office of the Comptroller General
250 387-8599

Jones, Krista SSBC:EX

From: Bacon, Tracey FIN:EX
Sent: Friday, June 3, 2011 1:06 PM
To: Gillies, Jessica FIN:EX
Subject: RE: Logo

Thanks Jessica

From: Gillies, Jessica FIN:EX
Sent: Friday, June 3, 2011 1:05 PM
To: Bacon, Tracey FIN:EX
Cc: Brix, Billy P FIN:EX; Saliani, Jason FIN:EX
Subject: RE: Logo

Tracey, I have copied Jason Saliani in the Marketing and Communications Unit as he may be able to assist.

Thanks, Jason.

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Ministry of Finance
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Office of the Comptroller General
250 387-8599

Jones, Krista SSBC:EX

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Jason Saliani
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Phone: (250) 356.1766

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The Best Place on Earth



Billy Brix
Business Advisor - IM/IT
Internal Audit and Advisory Services



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Are you able to help?

Thanks very much.



Billy Brix
Business Advisor - IM/IT
Internal Audit and Advisory Services
Office of the Comptroller General
250 387-8599

Jones, Krista SSBC:EX

From: Freeman, Lisa FIN:EX
Sent: Monday, April 19, 2010 2:38 PM
To: Gillies, Jessica FIN:EX
Subject: RE: BC Government Logo

I haven't heard anything. We have heaps of best place on earth sunshine letterhead and envelopes and I use it hourly.

Lisa Freeman
Office of the Deputy Minister, Ministry of Finance

T: 250.387.1660

From: Gillies, Jessica FIN:EX
Sent: Monday, April 19, 2010 12:29 PM
To: Kim, Lilian FIN:EX; Freeman, Lisa FIN:EX
Subject: FW: BC Government Logo

Do either of you know the answer to this question?

Thanks!

Jessica Gillies
Correspondence Manager, Ministry of Finance

From: Crevatin, Sandra FIN:EX
Sent: Monday, April 19, 2010 12:27 PM
To: Gillies, Jessica FIN:EX
Subject: BC Government Logo

Hi Jessica,

Hope you can help me, or send me in the right direction.

I had an employee ask if we're still to use the "Best Place On Earth" government logo. He said he thought there was some controversy over it so thought I'd clarify.

Thank you,

Sandra Crevatin, CRM
Central Services Assistant
Risk Management Branch
& Government Security Office
Ph: 250.387.1413 Fx: 250.356.6222
Internet: <http://www.fin.gov.bc.ca/PT/rmb/index.shtml>

Jones, Krista SSBC:EX

From: Gillies, Jessica FIN:EX
Sent: Monday, May 9, 2011 4:03 PM
To: Huson, Trena FIN:EX
Subject: RE: Question Letter Head

Trena, I am looking into this and will advise you when I have an answer.


Jessica Gillies
Correspondence Manager, Ministry of Finance

From: Huson, Trena FIN:EX
Sent: Monday, May 9, 2011 7:51 AM
To: Gillies, Jessica FIN:EX
Subject: Question Letter Head

Hi Jessica,

I have been told that the letter head is going to change to remove "the best place on earth" . Is this correct? IF so, do you have the new letter head?

Trena Huson
Executive Assistant
Treasury Board Staff
Ministry of Finance
Room 104 - 617 Government Street
Victoria BC V8W 9V8
250-387-9025 FAX 250-387-9061
Trena.Huson@gov.bc.ca

 Please think about the environment before you print

Jones, Krista SSBC:EX

From: Gillies, Jessica FIN:EX
Sent: Monday, May 9, 2011 8:56 AM
To: Kern, Nina FIN:EX; MacLean, Shelley FIN:EX
Subject: Question: change in letterhead?

Nina and Shelley, I received this inquiry from Trena Huson and have been advised by the PO that direction on this comes from the DM. Could you please advise?

Thank you,

Jessica Gillies
Correspondence Manager, Ministry of Finance

From: McGaw, Danna R PREM:EX
Sent: Monday, May 9, 2011 8:50 AM
To: Gillies, Jessica FIN:EX
Subject: RE: Question Letter Head

My director advises that all DM's are responsible for directing their ministries on this matter, Jessica.

From: Gillies, Jessica FIN:EX
Sent: Monday, May 9, 2011 8:43 AM
To: McGaw, Danna R PREM:EX
Subject: FW: Question Letter Head

Danna, does this direction come from your office? If so, can you advise?

Thank you!

Jessica Gillies
Correspondence Manager, Ministry of Finance

From: Huson, Trena FIN:EX
Sent: Monday, May 9, 2011 7:51 AM
To: Gillies, Jessica FIN:EX
Subject: Question Letter Head

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Trena Huson
Executive Assistant
Treasury Board Staff
Ministry of Finance
Room 104 - 617 Government Street
Victoria BC V8W 9V8
250-387-9025 FAX 250-387-9061

Jones, Krista SSBC:EX

From: Gillies, Jessica FIN:EX
Sent: Monday, May 9, 2011 8:52 AM
To: McGaw, Danna R PREM:EX
Subject: RE: Question Letter Head

Thank you! I will check with our DMO.

Jessica Gillies
Correspondence Manager, Ministry of Finance

From: McGaw, Danna R PREM:EX
Sent: Monday, May 9, 2011 8:50 AM
To: Gillies, Jessica FIN:EX
Subject: RE: Question Letter Head

My director advises that all DM's are responsible for directing their ministries on this matter, Jessica.

From: Gillies, Jessica FIN:EX
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To: McGaw, Danna R PREM:EX
Subject: FW: Question Letter Head

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Correspondence Manager, Ministry of Finance

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Executive Assistant
Treasury Board Staff
Ministry of Finance
Room 104 - 617 Government Street
Victoria BC V8W 9V8
250-387-9025 FAX 250-387-9061
Trena.Huson@gov.bc.ca

 Please think about the environment before you print

Jones, Krista SSBC:EX

From: Gillies, Jessica FIN:EX
Sent: Tuesday, July 12, 2011 3:40 PM
To: Stonnell, Jennifer FIN:EX
Subject: RE: Letterhead / Template
Attachments: DM Letter Template April 2009.doc; DM Letter Template with outline.doc

Jennifer, here is the DM letterhead. I have attached one with a sample outline as well so you can see things like the DM's signature block (some parts of the outline will not apply to your letters).

Jessica Gillies
Correspondence Manager, Ministry of Finance
phone 250 387-8141 (NEW)

From: Stonnell, Jennifer FIN:EX
Sent: Tuesday, July 12, 2011 3:26 PM
To: Gillies, Jessica FIN:EX
Subject: Letterhead / Template

Hi Jessica,

I am drafting some letters of recognition to be signed by DM and am wondering whether you have a letterhead / template that I should be using?

Thanks,

Jennifer Stonnell
Manager, Divisional Operations
Economics & Policy
Ministry of Finance
T: 250-952-0750





123456

Name
Address
City Prov Postal Code

Dear :

Thank you for your letter of [date], regarding [subject].

B
O
D
Y

O
F

L
E
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T
E
R

.../2

At least two lines and/or closing on signature page.

I would like to thank you again for taking the time to write.

Sincerely,

Peter Milburn
Deputy Minister

Attachment

cc:

Jones, Krista SSBC:EX

From: Gillies, Jessica FIN:EX
Sent: Monday, May 9, 2011 3:14 PM
To: McGaw, Danna R PREM:EX
Subject: RE: Letterhead

Thanks, Danna.

Jessica Gillies
Correspondence Manager, Ministry of Finance

From: McGaw, Danna R PREM:EX
Sent: Monday, May 9, 2011 3:05 PM
To: Gillies, Jessica FIN:EX
Subject: Letterhead

Jessica,

If you haven't been advised yet, your DMO should be getting instructions soon and passing on the directions for your ministry ...

Danna

Freeman, Lisa FIN:EX

From: Gillies, Jessica FIN:EX
Sent: Wednesday, July 13, 2011 12:20 PM
To: Hunter, Lindsay FIN:EX; Freeman, Lisa FIN:EX
Subject: RE: NEW logo/letterhead

As far as I know it's just the DMO's preference that DM letters have the logo left-aligned. I think branch letters are up to the branches issuing them. Lisa, can you advise?

Jessica Gillies
Correspondence Manager, Ministry of Finance
phone 250 387-8141 (NEW)

From: Hunter, Lindsay FIN:EX
Sent: Wednesday, July 13, 2011 12:18 PM
To: Gillies, Jessica FIN:EX
Subject: FW: NEW logo/letterhead

Hi Jessica, staff are asking if we should continue issuing our branch letters with the logo centred or if it should be left justified, as your examples have both types. Can you please confirm? Thanks.

Lindsay Hunter
Tel: 387.0537 Fax: 387.2210

From: Guthrie, Leslie J FIN:EX
Sent: Wednesday, July 13, 2011 12:13 PM
To: Hunter, Lindsay FIN:EX
Subject: RE: NEW logo/letterhead

Hi Lindsay,

Would you be able to check to see if the logo is supposed to be left justified or centered on our taxpayer letters? Your examples have both types and we need to know what we should be putting on our taxpayer letters – left or centered. Currently we have our logos centered so are looking for confirmation if we should continue this way.

Thanks.

Leslie Guthrie, CA
Audit Team Leader
Property Transfer Tax, Property Taxation Branch
Ministry of Finance
Phone (250) 356-9268 FAX (250) 953-3094

From: Hunter, Lindsay FIN:EX
Sent: Wednesday, July 13, 2011 11:36 AM
To: FIN REV PTB Senior Staff & Supervisors
Subject: FW: NEW logo/letterhead
Importance: High

Good day,

Please see letter templates with new logo attached. And as per email below, please update correspondence that is currently in progress with new letterhead.

Cheers,

Lindsay Hunter

Tel: 387.0537 Fax: 387.2210

From: Gillies, Jessica FIN:EX

Sent: Wednesday, July 13, 2011 9:08 AM

To: Stewart, Cathy L FIN:EX; Stonnell, Jennifer FIN:EX; Hunter, Lindsay FIN:EX; Hunter-Friesen, Margaret M FIN:EX; Kowalewsky, Sheila J FIN:EX; Dobie, Michelle FIN:EX; Sharrock, Maija FIN:EX; Leavey, Irene E FIN:EX; Greig, Elaine FIN:EX; Briggs, Maureen A FIN:EX; FIN REV G RMO Ministerial Correspondence FIN:EX; Thompson, Connie FIN:EX; Warke, Sheila D FIN:EX; Nicholson, Kirsten FIN:EX; Hagar, Vanessa A. FIN:EX; Allen, Leanne V FIN:EX; Wong, Gina G FIN:EX; Teichroew, Julia FIN:EX; Salling, Tammy L FIN:EX; Purdy, Sheila PCT:EX; Bacon, Tracey FIN:EX; Ringma, Shalegh FIN:EX; Huson, Trena FIN:EX; Chand, Rita FIN:EX; Bradley, Michelle FIN:EX; Thompson, Donna J FIN:EX
Cc: Saunders, Manna FIN:EX; Ellis, Mandy FIN:EX; Thate, Christine FIN:EX; Freeman, Lisa FIN:EX; Hougham, Alison FIN:EX

Subject: NEW logo/letterhead

Importance: High

Good morning:

I have received direction from the Premier's DM's office that we are to use the attached new logo on all correspondence. New templates are attached. Please update any ADM, Executive Director or other branch templates you have, and please update correspondence that is currently in progress.

Please distribute this message as appropriate.

Thank you,

Jessica Gillies


Correspondence Manager

Ministry of Finance

Performance Management and Corporate Priorities

Minister's Correspondence Unit

phone 250 387-8141 (NEW) | email Jessica.Gillies@gov.bc.ca

 Please consider the environment before printing this email

Freeman, Lisa FIN:EX

From: Gillies, Jessica FIN:EX
Sent: Tuesday, July 12, 2011 4:20 PM
To: Hougham, Allison FIN:EX; Freeman, Lisa FIN:EX; Saunders, Manna FIN:EX
Subject: FOR REVIEW: Letterhead templates

Please let me know if they are okay or if changes are required. I have updated the logos. Does the sizing/spacing look okay?

I will distribute once you have confirmed.

Jessica Gillies
Correspondence Manager
Ministry of Finance
Performance Management and Corporate Priorities
Minister's Correspondence Unit
phone 250 387-8141 (NEW) | email Jessica.Gillies@gov.bc.ca



Please consider the environment before printing this email



MCU General



DM Letter



Memo - DM's



DM Letter



Minister's

Letterhead July 2011 template July 2011 signature July 2011 template with outline letterhead July 2011



Minister's
Letterhead with outline

Freeman, Lisa FIN:EX

From: Gillies, Jessica FIN:EX
Sent: Tuesday, July 12, 2011 3:56 PM
To: Freeman, Lisa FIN:EX; Saunders, Manna FIN:EX; Hougham, Alison FIN:EX
Subject: FYI: New logo

FYI – I will email all correspondence contacts.

Jessica Gillies
Correspondence Manager, Ministry of Finance
phone 250 387-8141 (NEW)

From: Olson, Alisha PREM:EX
Sent: Tuesday, July 12, 2011 3:52 PM
To: Gillies, Jessica FIN:EX
Subject: RE: GCPE Letterhead.doc

Confirmed!

From: Gillies, Jessica FIN:EX
Sent: Tuesday, July 12, 2011 3:52 PM
To: Olson, Alisha PREM:EX
Subject: RE: GCPE Letterhead.doc

Thank you, Alisha! So to confirm, we should use this on all correspondence?

Jessica Gillies
Correspondence Manager, Ministry of Finance
phone 250 387-8141 (NEW)

From: Olson, Alisha PREM:EX
Sent: Tuesday, July 12, 2011 3:50 PM
To: Gillies, Jessica FIN:EX
Subject: GCPE Letterhead.doc

Jessica – here is the letterhead with new logo on it..



GCPE
Letterhead.doc