**For immediate release**

Photo shows L to R: (if you are using an image spell out the names of everyone in it from left-to-right)

**Headline  
Subheading if needed**

Copy to go here. All paragraphs to be no longer than 35 words.

A space between each paragraph.

Numbers 1 through 10 should be written out in full. All numbers above to be written as digits.

Quotes should be like this:

John Smith, position, said: “Same rules apply to quotes. Keep the paragraphs short and sweet.

“New line of quotes starts with a quote mark. But don’t have one at the end. Only a full stop.

“We only put a closing quote mark after the final full stop when the quote is at an end. Like this.”

If we are adding a further quote from the same person, we use:

John Smith, added: “then the quotes.”

* If we are creating a bullet list
* Use no full stops
* Except on the very
* Last
* Point.

**Ends**

**Notes to Editors: put anything which may be relevant. Photo credit for instance.**

**Sent by jwc on behalf of CLIENT’S NAME**

ABOUT CLIENT’S NAME

A few lines about the client business and a link to their website.

**For more info/interviews etc: EMAIL / PHONE NUMBER**