

NEWS RELEASE
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NEWS RELEASE (*bold*)

(DS)

From Nancy Wells
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(DS)

Release June 1, 20__

(QS)

PROFESSIONAL BUSINESS ASSOCIATES EXPANDS (*bold*)

(QS)

Professional Business Associates is expanding its facilities by adding another 65,000 square feet of office space. The renovations should be completed by June 15, 20__.

The expansion project, headed by Myrtle Warden, is anticipated to cost approximately \$15.5 million. An additional 350 employees will be hired over the next two years.

This expanded facility will allow Professional Business Associates to offer many more services, especially in the area of training on specially designed software packages.

An open house is tentatively planned for July 5. More details will be forthcoming.

(more ...)

Note:

- Double space below the last line of the document, center, and insert the symbols # # #.
- For a one-page news release, omit (more ...) and follow directions above.

NEWS RELEASE—Second Page
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Spacing after page number: DS
(Page number right margin header) 2
Do not put the word "Page" in front