

**What to include:**

**Business Card (double-sided)**

Logo

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Founder & CEO

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[www.bronzephoenix.com](http://www.bronzephoenix.com)  
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QR Code

Chairperson, Nera Telecommunications Ltd  
Director, Yoma Strategic Holdings  
Director, MediaCorp Pte Ltd  
Director, NTUC First Campus Co-operative Ltd  
Director, National Kidney Foundation  
Director, The Teng Ensemble Ltd  
Board of Trustees, Linfield College  
Governing Council, Singapore Institute of Directors

**Letterhead**

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**Envelope**

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**Invoice (should be based on letterhead design, with formatting for invoice)**

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Invoice

Invoice Date  
Invoice Ref

Client Name  
Client Address

Description  
Total Due

Payment Information  
Bank Transfer  
Bank Name: DBS  
Account Name: Bronze Phoenix Pte Ltd  
Account Number: xxxxx

By Cheque  
Payable to Bronze Phoenix Pte Ltd

Thank you!

**Folder**

Logo

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**Powerpoint / Keynote presentation template**

Cover slide  
Section divider  
Title only  
Title and Text

Each slide (except cover slide) should indicate:  
© Bronze Phoenix 2018  
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