

Reprint Opportunities and Guidelines

The Minnesota Department of Commerce is offering the opportunity for organizations to reprint the *Home Energy Guide*, with options to imprint their name, messaging (to be approved by the Minnesota Department of Commerce), and contact information. The Department of Commerce will manage the printing, including content layout. Upon completion of the printing, you will be invoiced directly by the printer. *If you prefer to manage the printing*, the required print specifications, including approved paper, inks, binding, etc., will be provided upon request and must be strictly followed. Commerce will still be responsible for the content layout.

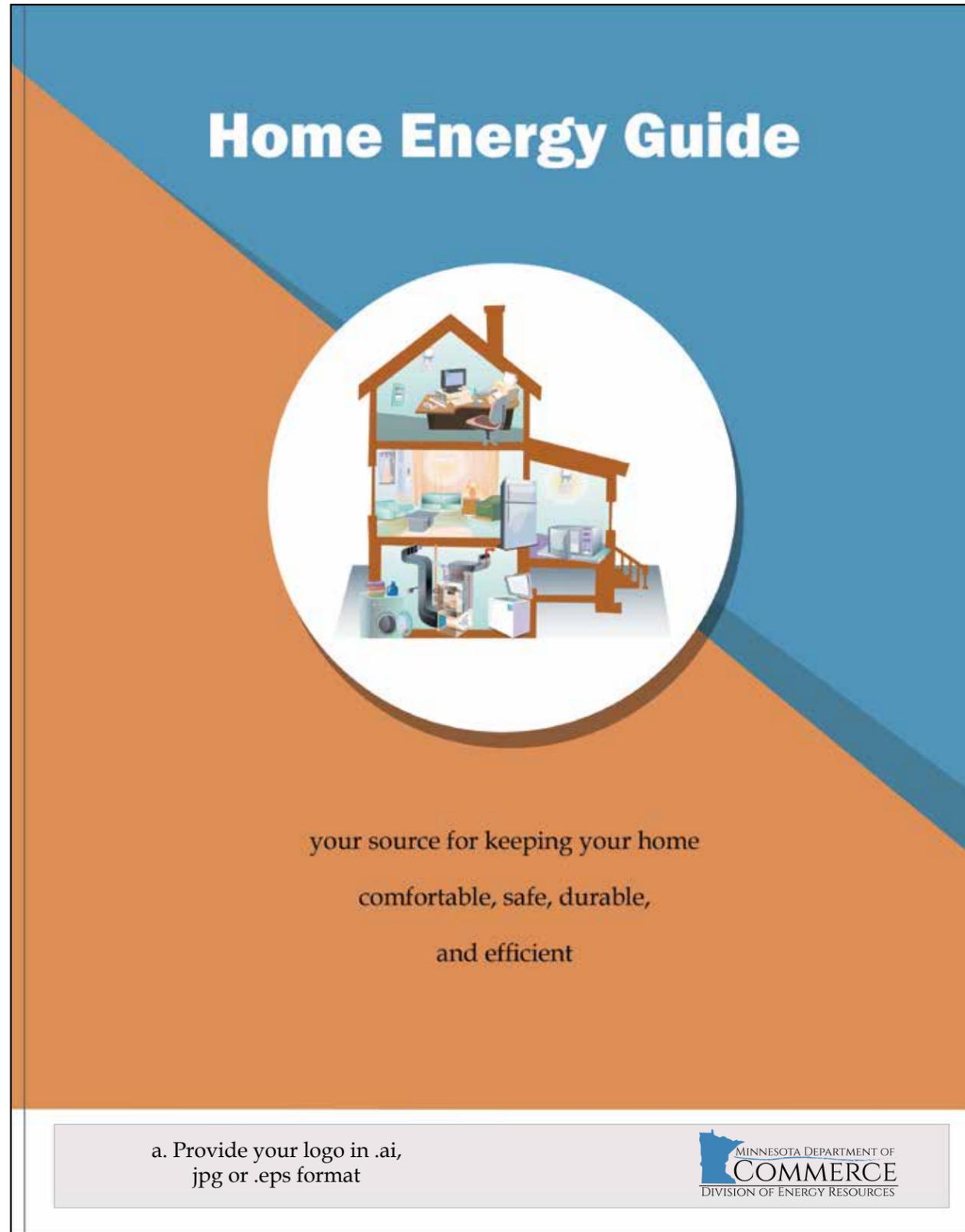
Requests can be directed to **energy.info@state.mn.us** or **800-657-3710**.

These guidelines will need to be followed:

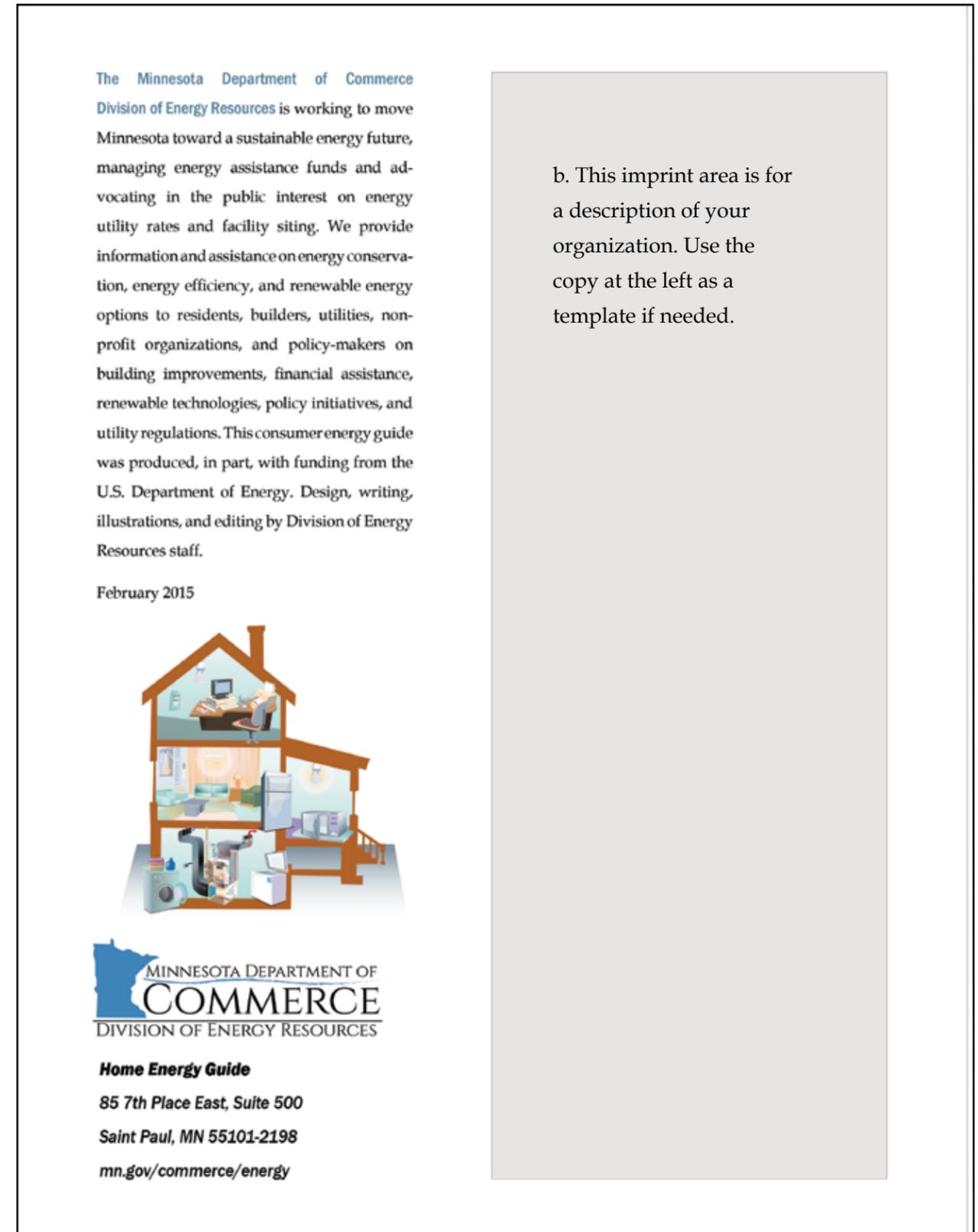
- The purpose of the *Home Energy Guide* is to provide educational information to consumers; other uses (including commercial or marketing) are not permitted without the expressed written permission of the Minnesota Department of Commerce.
- There are several locations for organization branding and additional messaging, limited to the front and back cover (including inside front and back covers). The imprint areas that are available are highlighted on the provided template in the shaded areas (see following pages). The type of information suggested for each of the areas is highlighted there as well.
- Messaging for imprinting should adhere to the stated purpose of the *Home Energy Guide*. It must be provided to the Minnesota Department of Commerce for layout purposes.
 - All text must be provided in final copyedited form and must be free of font attributes (bold, italic, etc.).
 - All image or graphic files must be provided as high resolution (300 dpi) and in one of the following formats: jpeg, .eps or .ai.
 - A proof for your final approval will be issued to you before the files are released for printing.
- The reprinted guide must be distributed at no cost, but reasonable fees for shipping may be charged.
- Any promotional or marketing of the final printed guide must state the source of the content: the Minnesota Department of Commerce, Division of Energy Resources.

Please contact us for further details at **energy.info@state.mn.us** or **800-657-3710**.

FRONT COVER



INSIDE FRONT COVER



BACK COVER

c. This imprint area to include your logo and contact information.



Home Energy Guide
85 7th Place East, Suite 500
Saint Paul, MN 55101-2198
mn.gov/commerce/energy

INSIDE BACK COVER

d. This imprint area may include appropriate messaging as described on page 1 of this document.