**Typeface**

Color should be black for all typeface.

Font should be Times New Roman or Arial, unless special circumstances exist. Font sizes are below.

**Form Title and Page Header**

**Header:** Do not alter the logo portion of the header in any way, including, but not limited to adding additional college logos, resizing the header, or changing the margins.

**Form Title:** The form title should go in the header as shown above. Form title font is 14 point Times New Roman or Arial. Text should be left aligned and may be bold.

**Text within the Form**

Form Headers (within the text, no page header): 10 point Times New Roman or Arial. This may be bold.

Form Text: 10 point Times New Roman or Arial. Bold text sparingly.

**Footer**

Do not alter the address, phone number, or email portion of the footer. The office name, date, copies to (or cc:), and page number portion of the footer may be adjusted as follows.

**Office Name:** 10 point Times New Roman. Do not bold. Only include office name in footer. Text should be left aligned above date and copies to.

**Date:** 10 point Times New Roman. Do not bold. Only include date in footer. Date format is MM/DD/YYYY. Text should left aligned in the footer below office name.

**Copies to:** 10 point Times New Roman or Arial. Do not bold. Only include copies to in footer. Text should be left aligned below date and office name. This item will not be needed for every document. If you do not need this piece of information, simply delete it from the footer.

**Page Number:** 10 point Times New Roman or Arial. Do not bold. Only include page number in documents with more than one page. Single page documents should not have a page number in the footer. Text should be right aligned.

**Margins**

Margins are set in the template and should not be changed.

**Notes**

Use only one font type per form.

This template is set with the above parameters. If you have questions, please contact the Director of Communications at 419-251-1324 or denise.hudgin@mercycollege.edu.