

Memorandum

The memorandum sheet relates to the layout of the letterhead, with the addition of a title and form tables. The position of the signature and address information is always consistent. This application may be laser printed from an electronic document or template, or pre-printed for handwritten information. Typing guidelines are shown in gray.

Specifications

- Size:** 8 - 1/2 inches x 11 inches
- Color:** Black
- Signature Size:** Signature is 3/4 of an inch in width
- Typography:** Address information – 8/10 Galliard regular
Form title – 16/18 Futura demi
Form information – 10/14 Futura demi
- Paper:** Bright white bond paper
- Printing:** Laser Print

