

Document Header with Logo

(Debit Advice, Debit Note, FBB Purchase Statement, Invoice)

Paper size: A4, 1 page

Body Text: Calibri, 10.5pt

** 97-2003 - incompatible with image transparency, please use .jpeg/jpg logo file

** if possible save as .docx (Word Document instead of Word 97-2003 Document)
and .xlsx (Excel Workbook instead of Excel 97-2003 Workbook)

1. On the top left of the document are Company Name, Company Registration Number, Company Address, followed by Contact & Fax Numbers at the same column:

Company Name	Calibri, Bold, 16pt, All Caps Left- and center-aligned
Registration Number	Calibri, Regular, 9pt Left- and center-aligned
Address, Phone and Fax Numbers	Calibri, Regular, 11pt Left- and center-aligned

3. On the top right of the document are Logo and Document Name.

Logo:

- i. Download the logo file.
- ii. "Insert" tab > "Pictures" > "Insert Picture from This Device..." > Select the logo file.
- iii. Adjust the logo to the same height as the Company Name, right-aligned.

Document Name:

Document Name	Calibri, Bold, 22pt, All Caps Right-aligned
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Travelling Application Form Header with Logo

Paper size: A4, 1 page

Body Text: Calibri, 10.5pt

** 97-2003 - incompatible with image transparency, please use .jpeg/jpg logo file

** if possible save as .docx (Word Document instead of Word 97-2003 Document)
and .xlsx (Excel Workbook instead of Excel 97-2003 Workbook)

1. On the top left of the form are Company Name and Company Registration Number:

Company Name	Calibri, Bold, 16pt, All Caps Left- and center-aligned
Registration Number	Calibri, Regular, 9pt Left- and center-aligned

3. On the top right of the document are Logo and Document Name.

Logo:

<ul style="list-style-type: none">i. Download the logo file.ii. "Insert" tab > "Pictures" > "Insert Picture from This Device..." > Select the logo file.iii. Adjust the logo to the same height as the Company Name, right-aligned.
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Document Name:

"TRAVELLING"	Calibri, Bold, 22pt, All Caps Right-aligned
"APPLICATION FORM"	Calibri, Bold, 20pt, All Caps Right-aligned

Staff Claim Header with Logo

Paper size: A5, 1 page

Body Text: Calibri, 10.5pt

** 97-2003 - incompatible with image transparency, please use .jpeg/jpg logo file

** if possible save as .docx (Word Document instead of Word 97-2003 Document)
and .xlsx (Excel Workbook instead of Excel 97-2003 Workbook)

1. On the top left of the form are Company Name, Company Registration Number:

Company Name	Calibri, Bold, 18pt, All Caps Left- and center-aligned
Registration Number	Calibri, Regular, 9pt Left- and center-aligned

3. On the top right of the document are Logo and Document Name.

Logo:

- i. Download the logo file.
- ii. "Insert" tab > "Pictures" > "Insert Picture from This Device..." > Select the logo file.
- iii. Adjust the logo to the same height as the Company Name, right-aligned.

Document Name:

Document Name	Calibri, Bold, 22pt, All Caps Right-aligned
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Leave Application Form Header with Logo

Paper size: A5, 1 page

Body Text: Calibri, 10.5pt

** 97-2003 - incompatible with image transparency, please use .jpeg/jpg logo file

** if possible save as .docx (Word Document instead of Word 97-2003 Document)
and .xlsx (Excel Workbook instead of Excel 97-2003 Workbook)

1. On the top left of the form are Company Name, Company Registration Number, Company Address, followed by Contact Number at the same column:

Company Name	Calibri, Bold, 14pt, All Caps Left- and center-aligned
Registration Number	Calibri, Regular, 7pt Left- and center-aligned
Company Address and Phone	Calibri, Regular, 8pt Left- and center-aligned

3. On the top right of the document are Logo and Document Name.

Logo:

- i. Download the logo file.
- ii. "Insert" tab > "Pictures" > "Insert Picture from This Device..." > Select the logo file.
- iii. Adjust the logo to the same height as the Company Name, right-aligned.

Document Name:

Document Name	Calibri, Bold, 16pt, All Caps Right-aligned
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Letterhead Header with Logo

Paper size: A4

** Logo embedded as text

1. On the top left is the company logo embedded as text:

Logo text	Eras Bold ITC, 33.5pt, All Caps Left-aligned Text color: #01216d
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2. On the top right of the document are Company Name, Registration Number, Company Address, followed by Phone Number:

Company Name	Century Gothic, Bold, 10pt, All Caps Right-aligned
Registration Number	Century Gothic, Bold, 6.5pt, Right-aligned
Company Address	Century Gothic, 8pt, All Caps Right-aligned
Phone Number	Century Gothic, 8pt, All Caps Right-aligned