* Check that page formatting is correct for Portrait
  + Page Width : 21cm
  + Page Height : 29.7cm
  + Left margin : 2cm
  + Right Margin : 1.5cm
  + Top Margin : 1cm
  + Bottom Margin : 1cm
* Ensure date fields are formatted dd/mm/yyyy
* Ensure font is Arial
* Ensure font colours are correct
  + Report Header and Footer details – use “Dark Gray or Black” (for SAHL)
  + Report Header and Footer details – use “Dark Orange or Black” (for RCS)
  + Column Headers – use “Dark Gray” (for SAHL)
  + Column Headers – use “Dark Orange” (for RCS)
  + Field Data and general text – use “Black”. (Especially for letters)

ORANGE:

CMYK – 0c 60m 100y 0k

RGB – 255r 102g 0b

PANTONE – 165c

WEB REF - #FF6600

GREY:

50K

CMYK - 0c 0m 0y 50k

RGB  - 150r 150g 154b

Pantone – Cool Grey 7C

Web ref - #96969A

* Ensure font size correct
  + Header – 14pt – 16pt Bold
  + Column Headers – 8pt – 12pt Bold
  + Data – 8pt –12pt
* Use right aligned logo for reports from document
  + Currently using letter logo
* Ensure all text boxes stacked on top of each other are left aligned. E.g. they should all line up on the left edge when possible and be the same length