



Type of document / Offer / Contract / Report

**This is the title of the document, it  
can use multiple lines and grow a  
bit**

Subtitle of the document

**OneOff-Tech UG (haftungsbeschränkt)**

Urbanstraße 71 D-10967, Berlin, Germany

Geschäftsführer: Dr. Gianluca Colombo

Handelsregister: Amtsgericht Charlottenburg, HRB 175895 B

VAT number (International) DE305779646

VAT number (German) 37/461/50029

Authors: Gianluca Colombo

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Contract: **CONTRACT NUMBER**

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# Section Heading

## 1 First chapter

This is the default OneOffTech template for documents. It offer a base style for producing official reports, contracts or statements.

The template comes with:

- Fira Sans type family
- OOT logo colour and supporting colours
- Links are always rendered in OOT logo colour
- Footnote references are always rendered in OOT logo colour
- Caption text is coloured in grey
- Cover page and table of content page are on a separate section with no page numbers, the rest of the text is placed in a second section with specific header and footer (with page numbers)
- Chapter headings
- Section heading, (unnumbered by default, might be useful to separate Contracts section and introduce Annexes as they appear in the TOC as first level)

You are free to change the text.

### 1.1 Before saving a final version or sharing

Checklist before publishing:

- Document title is updated from File > Properties
- On the Cover Page document type, subtitle, authors and date are up-to-date (or placeholders removed in case they are not used)
- Links and references are working
- OneOffTech is spelled exactly as “OneOff-Tech”

## 2 Headings example

This chapter shows how headings presentation.

### 2.1 Heading 2

This text has a footnote<sup>1</sup>.

#### 2.1.1 Heading 3

Additional text

##### 2.1.1.1 Heading 4

Fourth sub-section

## 3 Image captions

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<sup>1</sup> Footnote text

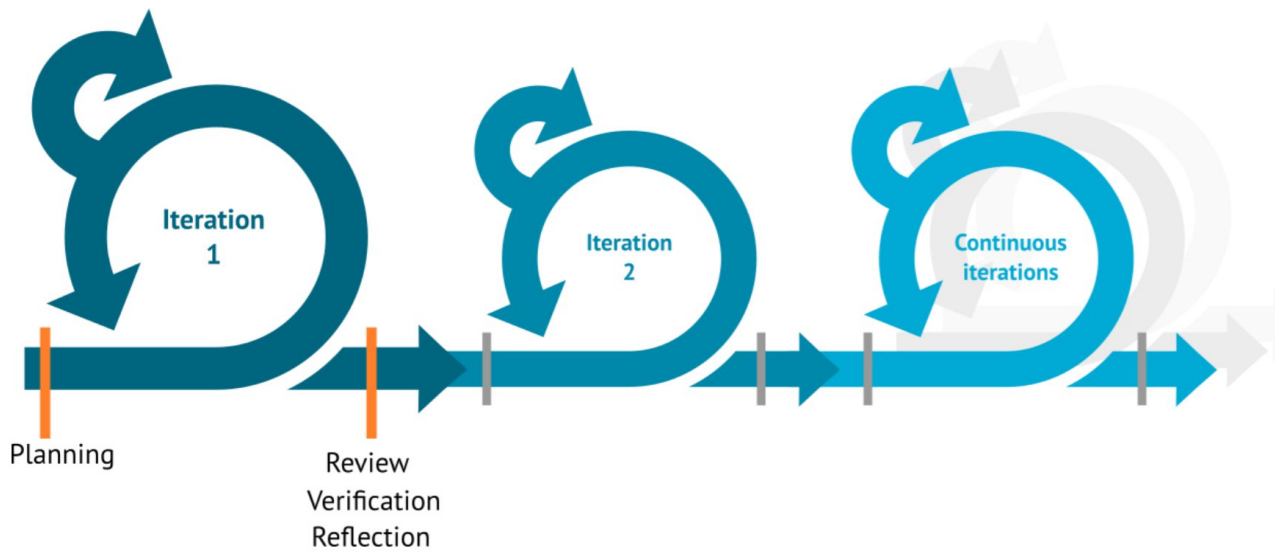


Figure 1 - Caption text

## 4 Signature

This chapter shows a possible contract signature layout. Layout defined using a table where first column is for OOT and second column is for the Client's company representative.