**Company Name**

**Project Name**

SDDIII Document Template (Document Title)

Version 1.03

**Document Effective Date**

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| Version No. | Description | Prepared by | Date Effective |
| 1.00 | Initial Draft |  |  |
| 1.02 | Removed Document no. from Header |  |  |
| 1.03 | -Rectified Document Version  -Changed Cover page (Added Company Name, Project name and Document Effective Date)  -Changed Document Header (removed Document Classification)  -Changed Document Footer | Ryan Jimenez | 02/23/2016 |

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# Purpose

<Indicate the purpose/objective of the document.>

# Scope

<Indicate the stakeholders, and if necessary positions which will be involved in implementing the requirements of this document.

# Abbreviations

|  |  |
| --- | --- |
| **Abbreviation** | **Description** |
|  |  |
|  |  |
|  |  |

# <Indicate heading name of Section 4>

## <Indicate heading name for subsection 4.1>

<State here the contents of the sub-section>.

## <Indicate heading name for subsection 4.2>

<State here the contents of the sub-section.>

### 4.2.1 <Indicate heading name for subsection>

<State here contents of subsection.>

### 4.2.2 <Indicate heading name for subsection>

<State here contents of subsection.>

### 4.2.3 <Indicate heading name for subsection>

<State here contents of subsection.>

*[Note: Add section and subsection using the format of Section 4. Maintain double spacing in between sections, subsections, and paragraphs. If contents need to be cut for the next page, use the page break function. Use the preset fonts under Style function to ensure consistency of fonts per information type (e.g. heading, subheading, paragraph**). All blue fonts in this template only serves as guidelines and must be removed upon completion of document draft.]*

***FONT SPECIFICATIONS:***

***Heading 1 (used for main sections)***

*Style: Century (Bold)*

*Size: 12*

*Color: Grey*

***Heading 2 (used for subsections level 1)***

*Style: Century (Bold)*

*Size: 10*

*Color: Black*

***Heading 3 (used for subsections level 2)***

*Style: Century (Bold)*

*Size: 10*

*Color: Black*

***Heading N (used for subsections succeeding levels)***

*Style: Century (Bold)*

*Size: 10*

*Color: Black*

***Paragraph (used for contents)***

*Style: Century (Regular)*

*Size: 10*

*Color: Black*

***Table of Contents***

*Style: Century (Regular)*

*Size: 10*

*Color: Black*

# Signatories

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