

s o f i a

Type of Document

Specific Document Title

Document Control

Editor	Date	Update
		Document Produced

Table Of Contents

1.0 First Heading	4
<i>1.1 Sub Heading:</i>	4

Type of Document

1.0 First Heading

1.1 Sub Heading:

Table		

Figure 1 - A table to demonstrate how a table should look

1.2 Details:

All text is Arial font, Black.

Main Body of text is font size 12, (Headers / Footer size 10). All Dates within document should be of form "Day 00th Month Year". Title Page layout as follows:

Blank Line, font size 36.

Company Name, font size 36, Bold.

Blank Line, font size 48.

Type of Document, Font size 48, Bold, Underlined.

Blank Line, font size 14.

Specific Document Title, font size 24, Italics.

Table of contents / Document title is font size 24, Bold, Underlined. First Heading is font size 14, Bold, Underlined. Sub Heading is font size 12, Bold. Table Headings are font size 12, Bold. Page Numbers start counting on Cover Page but are not shown on Cover Page.