Here are the changes we want, in as much details as I could manage.

Let me know if you had any questions.

1.       The reports we will need are: flashnote, company update, initiation, sector note, macro and strategy report. The contents of each (font, tables, charts) will be the same, the only thing different is the front pages of each report. We would like all the elements to show up on the front page when a report is created including text in the right column, table at the bottom of the front page, section title, bullets, text, etc.

2.       You can see examples of the charts and tables etc in the note names Flashnote.

3.       The margins have been changed, they will look accordingly with the front page slightly thinner than the rest.

4.       Page numbers will begin on the second page.

5.       Our colors have remained the same, no changes.

6.       The banner on the top should be one solid color, matching the color of the HC logo. The text in the top banner has been changed and shifted around, please make these changes accordingly.  The headline font is Calibri 36 and the smaller text is Calibri 10.

7.       The headers and footers on the rest of the pages have been changed as well.

8.       The regular text for the template will be Calibri 11pt. All text will be left justified, except for that in the right column on the front page which will mostly be right justified.

9.       The Section Title text will be Calibri 20. The subsection title is Calibri 14 Bold and the Within Subsection Title is Calibri 11 Bold.

10.   The regular text on the right column on the front page is Calibri 10.5 with the Target Price and Price Performance in Bold. The text for the note and disclaimer line is Calibri 8.  The date is Calibri 12 and it is in Bold. The contact details are Calibri 11 and the name will be in bold. Spacing between these elements of text will be Calibri 9. Any text in between lines (in a cell) will have 2pt spacing (you will see this in the page layout tab) above and below. You will see the same before the Note in that column.

11.   The first sentence of each paragraph on the front page will be bolded, except for the flashnote, which has special headlines at the beginning of each paragraph.

12.   We would like analysts to be able to insert sections that show up with a section title and bullet points. The bullet points will be aligned as shown in text and will be the blue shown in text.

13.   We would like analysts to be able to insert a subsection and within subsection title.

14.   Tables will have no lines within them, only two lines above and below the table headline, one line after the first row of data, and one line after the last row of data. The two top lines and very bottom line will be the same blue as the bullet points. The line after the first row of data will be black.

15.   The headlines of tables will be 11pt font, bold, with 2pt spacing before and after.

16.   The first row of data will be 9pt font, bold, with 2 pt line spacing before and after.

17.   Inside the table, the font will be no bolding, 11pt font. The second row of data will have 2pt line spacing before and the last row of date will have 2pt line spacing after.

18.   The source should always show up like this Source: HC. It is 8pt font. The source should show up with the whole table and it has 2pt line spacing before.

19.   The note will be the same size and font of the source, analysts should be able to add this along with a superscript note in the headline of the table.

20.   In charts, there will be no gridlines and legends will appear at the bottom.

21.   The headlines of charts will be like the tables, with a line above and below, same text size, line point spacing, bolding. They will also have a line below a source under just like in tables.

22.   Analysts should be able to add a single chart, stretched all the way to the other side of the page with solid lines above and below, or two charts with a separator in the lines which I have done by adding a column between them that has no borders.

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