Document Formatting Standards

Skyesoft™ Information Sheet

September 18, 2025, 2:41 PM MST – Created by Skyesoft™

Purpose

Define page structure, styling, and metadata rules for all generated Information Sheets and reports.

Page Structure

- Header
- Body
- Footer

Headers

- Must include document title
- Must include Christy Signs logo and Skyesoft identifier
- May also include project name, module name, or date

Footers

- Must include page numbering (Page X of Y)
- Must include Christy Signs footer with contact information
- Must include copyright line: © Christy Signs / Skyesoft, All Rights Reserved
- Must display disclaimers where provided

Styling

- Use consistent fonts, margins, and spacing across all documents
- Apply Christy Signs branding colors (e.g., Pantone #637C blue)

Metadata

- Must include document timestamp (UTC + local)
- Must include author or system identifier (Skyebot)
- Must include document version number

Document Metadata

- September 18, 2025, 9:41 PM GMT
- September 18, 2025, 2:41 PM MST
- Skyesoft
- 1.0