

**LOGO POSITIONING ON A TEMPLATE**

Size of Template Logo is 1.8 cm high and 9 cm wide

Logo will be positioned centre in the header

Header will be 1.0 cm from the top.

Footer will 0.5 cm from the bottom.



**LOGO POSITIONING ON A FORM**

Size of Form Logo is 1cm high and 5cm wide

Logo will be positioned right in the header

Header will be 1.0 cm from the top.

Footer will 0.5 cm from the bottom.

**TEXT FONT STYLE AND SIZE**

Text font will be set at Calibri and it will be in size 12

