

HEADING 1

Heading 2

Heading 3

Here is some sample text for you to read. This is the body paragraph. You will decide what font, indentation, font size, alignment and other parameters to use in your document. This paragraph is using the font – times new roman, indentation – first line 0.25”, size – 12, alignment – justified, spacing – after 6 pt.

The title of the report can be placed in the header or footer. Your company’s name can be placed in the header and footer as well. The header and footers can alternate in your document, so it can be printed double-sided and the page numbers alternate on the page, like they do in a book. Lines can be placed under the header (as they do above) or they can be left off.

Figures, pictures and tables can also be placed in the document or at the end of sections or chapters. Our clients either create the formatting guidelines or we work with them to build a guideline used to format your document.