



## **ADMINISTRATIVE DOCUMENT LAYOUT REQUIREMENTS**

All administrative documents must meet the following layout specifications:

- 1 inch margins
- Single line spacing
- Minimum Size font 10, Maximum size font 14 (18 for headers)
- Logo must be no larger than 2 inches and no smaller than 1.15 inches wide

Should you have any questions or special requests pertaining to document layout, please contact a Public Relations Coordinator at [pr@lifewayscmh.org](mailto:pr@lifewayscmh.org).