

**1) BORDER** - should be 10mm in from all edges of the paper and drawn with a very dark line.

**2) TITLEBLOCK** - horizontal lines are 13 mm apart  
- 1st vertical line from right is 40mm from border  
- next vertical line from right is 80mm from border  
- next vertical line from right is 150mm from border  
- lines are drawn with a dark line

**3) GUIDELINES** - each pair of guidelines is 5mm apart  
- top line is drawn 4mm below the Titleblock line above  
- lines are drawn with a very light line

**4) TEXT**  
- make sure each letter touches both guidelines  
- replace the words in brackets with the correct information  
- center words in boxes

