

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 120mm from border
- last vertical line is 200mm from right 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

