

# Title of Document | Arial Narrow 14

Objective of this form | Arial Narrow 10



Updated: 02/28/21

Email body | Arial Narrow 11

This is Axxess Funding's standards for any company forms to be edited/created

- \_\_ Ensure the document pages are adjusted to print only relevant pages.
- \_\_ Forms should be saved in PDF format (when unsure ask Jaime)

Use bullets for lists (avoid paragraphs containing lists)

- List 1
- List 2
- List 3

The Title of Document and logo should align at same height  
Try to maintain in this proportion

Arial Narrow 10  
Represents the latest update date  
Right aligned with logo

## Calculators / Spreadsheet forms

Update the following only:

- company logo
- Footer
- Print Area
- Remain in excel format
- Margins .25 all margins

Top .5"

Left- .5 Margins Right-.5

Bottom .5"

## Footer

Arial Narrow 9

Enter the exact file name to be used in global search field to find this document

ensure title and name of file match for searching

No capital Letters in this area

Must left center align in footer

## Footer

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After every word or symbol there must be a space.

No capital Letters in this area

Must left align with Title of Document

www.axxessfunding.com

## Footer

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Page count selection "Page 1 of X"

P to be capitalized

Must right align with logo

Page 1 of 1