Read please:

* The Page 1 header and headers for subsequent pages are pre-sized and positioned.
* Double-click the Page 1 header to open, and edit the contact information. Highlight each section and type your personalized office information. This will preserve the font and formatting. Delete any fields that are not applicable.
* This document is set-up with two pages, so that the subsequent page headers can be preformatted. If you do not require a second page, simply delete that page. If you require 3+ pages, the Page 2 header will continue to appear automatically on subsequent pages.
* The font used for the office information is “Open Sans” at 8 pt. Open sans can be download here for free: https://www.fontsquirrel.com/fonts/open-sans
* The remainder of the document will function like a new MS Word document, allowing you to implement text formatting as needed. Simply select this “READ ME” body text, and delete from this template.
* A serif font (like Garamond or Times New Roman) at 11 pt. is recommended for the body text.

Page 2….