Firm Style

General:

Font	Use Calibri (body)
Font Formatting	Use Single Lines with "Point 12 After". To format the text you can highlight the text, then right-click and go to "Paragraph".
Font Size (body of document)	You should seek to use font size "12" throughout the body of the document.
E-Signatures	Sign your name or firm name accordingly using the font "Freestyle" in font size "22" in a blue colour: *Fee Earner Name* / *Ai Law*

Letters and Emails:

Font	Use Calibri (body)
Font Formatting	Use Single Lines with "Point 12 After". To format the text you can highlight the text, then right-click and go to "Paragraph".
Font Size (body of document)	You should seek to use font size "12" throughout the body of the document.
Font Size (letter)	For the address box, the address should be size "12", the reference headings should be font "10" in bold and italics, and the reference information should be font "11". You should use size "12" for the body of the letter as normal.
Letter Signatures	Yours [sincerely / faithfully] [*Fee Earner Name / Ai Law*] [Fee Earner Name] **[Position]** **<u>Ai Law</u>** [Encs.] - If you are posting a letter, you should sign in wet ink. If you are emailing it, you may sign it as above, using the font "Freestyle" in size "22" in a blue colour.
Spacing	There should be 3 lines from the top of the page to the start of the address panel. There should be 3 lines from the bottom of the address panel to the start of the letter. This can be altered if necessary for formatting purposes.

<u>Contract Documents</u>

Font	Use) Arial
Font Formatting	Use Single Lines with "Point 12 After". To format the text you can highlight the text, then right-click and go to "Paragraph".
Font Size (body of document)	You should seek to use font size "11" or "12" throughout the body of the document.