
Peace Corps Form Style Guidelines and Template

Paper

Color – white
Size – 8.5" x 11"

Margin

Up to ½ Inch
All borders are equal

Header

Left aligned

Font

Verdana 16 point, bold

Do not wrap 16 point bold, if title exceeds the width of the page then change font size to 14 point bold

If 14 point bold still causes the title to wrap, then allow

EXAMPLE:

This is the Title of the Form

Header line

4 Point line as long as the title, then ½ Point line continues to end

The 4 and ½ point lines are top left justified

Using Word: Have "Drawing Tool bar" use "Line" icon to form Title

EXAMPLE:

General

One space after *periods*

All office acronyms are capital letters

Ex: M/AS/OS, VS/OMS/S, D/GC

General Text

Verdana, 10 or 12 point, as space permits

Note Fields

Left align wrapping text under the first word in a "Note:" Field, not the N of "Note:"

8 Point Verdana

The word "number" will be represented by "**No.**", not "#"

Date field MM/DD/YYYY

Tables

¼ Inch alternating gray and white bars

Borders and horizontal lines are ¼ line weight

Headings

8 Point bold

Verdana
White background
Left header left justified, remaining are centered
Minimize space around headings in bordered boxes

Capitalization

Important words are to be capitalized
Unimportant words will be lower case unless the first word, then capitalize
Ex: Reason for Request, Requestor, Send Packages **to**, Contact Person, Services **to** be Performed, To be Completed by Contractor, Send Packages via, Authorized by, Remarks, Telephone No.

Name fields

8 point Verdana
3 spaces separating ¼ point lines
On all forms, the "Employee Name" or "Name" should be changed to "Requester"
3 Separate fields in the following order: First Name (20), Middle Initial (1), Last Name **EXAMPLE:**

Requestor:

_____	_____	_____	_____
First Name	MI	Last Name	Date
_____	_____	_____	
Office	Room No.	Telephone No.	

Over All Page Format

Top
Requestor information must be consistent across all forms (see example above)
Middle Area
Able to change, follow template
Bottom
Approval layout must be consistent across all forms
EXAMPLE:

Approvals:

_____	_____	_____	_____
Director of Fun Committee	Date	Sub-Director of Fun Committee	Date
_____	_____		
Director of Splash Committee	Date		



Footer

Form Number

Verdana 7 point

Bottom left corner

Left aligned

All Forms must have number received from M/AS

EXAMPLE:

PC-0102 (03/2002)

PC-0102-A (03/2002)

The form number is followed by one space then the revision date displayed as MM/YYYY in parenthesis

Peace Corps logo

Bottom right corner

Right justified

Your title here (size 16) Look at line length above

More if longer (size 14)

Note: dfajsdhf lkjahdsflk jahsdfklj hasldkfjh alksdjfh alkjsdfh klajsdhflkajsdhf klajsdhf kljasdhflk jashfdlk jashfdlkjahfidslkjahdsflk
jhadsflkj hsdalkfj halskdjf hlaksjdfh lkjsadhflk jashdfklkaksasdfa sjhfdlkjasnd fklianfds lkjansdfk jandsflkj nasdklfjn
kljsadfnkljsadnfk ljandsfkljnklnkjdfkksajdfklj.

Requestor:

_____	_____	_____	_____
First Name	MI	Last Name	Date
_____	_____	_____	
Office	Room No.	Telephone No.	

Heading Area 1 Information:

Type of Materials Need:

- Sponges
- Frogs
- Bats

Heading Area 2 Information:

Column One Title	Column Two Title	Column Three Title	Column Four Title
How Many Dimes:			
How Many Quarters:			

Heading Area 2 Information:

Approvals:

_____	_____	_____	_____
Director of Fun Committee	Date	Sub-Director of Fun Committee	Date
_____	_____		
Director of Splash Committee	Date		