

Headings are CAPS and **bold**. 1 or 2 tab stops will be needed so that all information lines up.

MEMO

The word **Memo** is centered and bolded with one blank space below. The font size is bigger than the body of the text. In this case, the size is 18 pt. It can be slightly bigger or smaller, depending on preference.

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TO: → → All Employees

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FROM: → David Johnson

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DATE: → April 12

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SUBJECT: → Employee Training Meeting

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We will have our company's employee training session from Oct. 21 through 24, 2017. Lunches will be served. As the training site is less than 70 miles away from our office, you will have the option to drive home each night or stay onsite at the hotel. The hotel is The Grand Avenue in downtown Olympia.

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Please let myself or Cassandra Lim know by **August 6th** whether you will stay or drive. If you choose to drive, you will be reimbursed for mileage using the standard rate.

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cw

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Include the **typist's initials** in lowercase.

This is a **block style memo**. Everything is left aligned, which means that everything starts on the left side of the page, no indenting. It is in Times New Roman 12 point font with the No Spacing Style used from the beginning. **Again, non-printing characters are shown** so that spacing is obvious. These will not show on a printed document.