**WIGHT DESIGN / DESIGN / LAYOUT DETAILS**

TYPE / TEXT

Take of misc text and punctuation

:

#

Bold Text is generally 1 pt smaller than light text

NUMBERS

Numbers are .5 less than body copy

Phone number should use dots and NO ( ) ie - 800.222.1000 (Not a real number)

Do not abbreviate words unless approved

Rd. / road

St. / street

Ave. / Avenue

and appropriate abbreviations and puncuation

sm

md

lg

“h

“w

“d

dia

min qty 1

10”dia

BULLETS

Square bullets

Centered in the text line

 Not show accurately here because word does not give this option