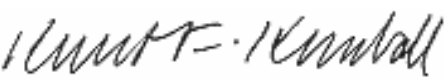


CITY OF GRAND RAPIDS

ADMINISTRATIVE POLICY

NUMBER: 95-03	DATE: 2/27/95
REVISIONS: 3/6/95; 11/16/01	
ISSUED BY: City Manager	SIGNED: 

SUBJECT: CITY MEMORANDUM PAPER

PURPOSE: To identify a single City memorandum paper and provide a uniform procedure for its use to easily recognize internal City communication. To implement usage of this design as a uniform image.

POLICY:

A. All City of Grand Rapids departments and offices shall use the same memorandum paper for internal communication as described and illustrated below. No additional images shall appear as part of the memorandum paper.

B. The Design. The header shall consist of the City logo represented by the letter "O" included in the word "Memorandum", and the words "City of Grand Rapids," immediately below and aligned with the left margin. The paper shall be gray xerographic bond. Each additional sheet shall be unprinted gray paper of the same brand.

C. Procedure for Use. Recommended first page margins are:

- Top margin – 2.25"
- Left margin – .75"
- Right margin – .75"
- Bottom margin – .75"

Second page margins are .75" top and side, and .75" bottom margins

D. Heading. The heading shall consist of the words "Date," "To," "From," and "Subject" in this order, double spaced, with the first letter of each word capitalized. The entire "Subject" line shall be typed in bold.

MEMORANDUM

CITY OF GRAND RAPIDS

DATE:

TO:

FROM:

SUBJECT: