



← Top Margin from top edge of sheet
1/4 Inch.

Division Name
Street Address
City, KS Zip Code

Phone: xxx-xxx-xxxx
Fax: xxx-xxx-xxxx
Email Placement xxxxxx.xxxxxx@ks.gov
www.xxx.xxx.ks.gov

Xxxx Xxxxx, Secretary } 8 pt. Times Roman
Xxx Xxxxx, Director }

Use the Graphic from
Division of Printing website
Centered.

8 pt. Times Roman { Sam Brownback, Governor
1 and 1/2
point rule
solid line.

Font: Futura Book
Arial may be submitted if Futura Book is not available.
Point Size: 8 Pt.
Left Justified.

Font: Futura Book
Arial may be submitted if
Futura Book is not available.
Point Size: 8 Pt.
Left Justified.

Letterheads may be printed in PMS Number 281 Blue or in Black ink.

Left Margin
1/2 Inch.

Right Margin
1/2 Inch.

No Footer (text) or graphic image is permitted at the bottom of the sheet.

Bottom Margin 1/2 inch from bottom edge of sheet.