

**CHECK THE BOXES TO ENSURE YOUR WORK IS MAILABLE STANDARD**

**GUIDELINES FOR WILL AND TESTAMENT WITH ENDORSEMENT**

- Use A4 Legal size paper
- Used Top and left margins 1.5” (OR 2”)
- Used right margin 0.5”
- Use bottom margin 1”
- Type the words LAST WILL AND TESTAMENT OF (name) in closed capitals
- Leave two clear line spaces after heading (triple spacing)
- Type the body in double line spacing
- UPPERCASE FOR:
  - NAMES OF PEOPLE
  - OPENING WORDS OF NEW STATEMENTS
  - WORDS OF ACTION/CONNECTING WORDS
- Type numbers in full (no figures except postal codes, apartment number)
- No punctuations (traditional style)
- Align document properly:
  - Fully Justify text or Justify the space before the right margin using unspaced hyphens
- Allow at least 3 line spaces for the signature (Attestation clause):
  - Single line spacing
  - Use right bracket or parenthesis without space after the longest line in the Attestation clause starting from the first line to the last witness line. (TAB STOP AT 3”)
  - Signature to right side of pager (3 spaces after bracket)
- Typed endorsement appropriately:
  - Landscape on page 2
  - Three columns – place on CENTER COLUMN
  - Center alignment (vertically and horizontally)

**GUIDELINES FOR CONTRACT OF EMPLOYMENT, LEASE, HIRE PURCHASE AGREEMENT**

- Free of errors in grammar, punctuation and spelling
- Use A4 Legal size paper
- Used Top and left margins 1.5”
- Used right margin 0.5”
- Use bottom margin 1”
- Type the main heading (name) in closed capitals
- Leave two clear line spaces after heading (triple spacing)
- Type the body in double line spacing
- UPPERCASE FOR:
  - NAMES OF PEOPLE
  - OPENING WORDS OF NEW STATEMENTS
  - WORDS OF ACTION/CONNECTING WORDS
- Type numbers in full (no figures except postal codes, apartment number)
- No punctuations (traditional style)
- Align document properly
- Justify text or Justify the space before the right margin using unspaced hyphens

- Use right bracket or parenthesis without space after the longest line in the Attestation clause starting from the first line to the last witness line.
- Allow at least 3 line spaces for the signature (Attestation clause):
  - Single line spacing
  - Use right bracket or parenthesis without space after the longest line in the Attestation clause starting from the first line to the last witness line. (TAB STOP AT 3")
  - Signature to right side of pager (3 spaces after bracket)