

# DOCUMENT PROTOCOL DETAILS

## Your **DPD** for your **DPD**

A short reference sheet to ensure all DPD correspondence and written communications are completed and distributed in a consistent, professional and easy to read manner.

### Step 1

After opening the template of the file you need, choose Save As from the File menu.

Copy the template file name, adding a description of the job, a client reference or job name. For example, a template called:

'Quote\_URD Standard.doc', becomes

'Quote\_URD Standard\_Company ABC Job 123.doc'.

### Step 2

Carefully read your document and **insert all client and job information** into the relevant fields.

### Step 3

Maintain the margins. They should remain set as follows:

#### First Page

Top: 6.71 cm Bottom: 2.54 cm

Left: 2.54 cm Right: 5 cm

#### Following Pages

Top: 3.5 cm Bottom: 2.54 cm

Left: 2.54 cm Right: 5 cm

To check your margins are correct go to the Page Set Up option in the File menu.

### Step 4

Maintain line spacing and formatting. They should remain as follows:

**HEADING 1** Bold, caps, size 11, Arial font, single line spacing, 4 pt before, 2 pt after.

**Sub heading** Bold, italics, size 11, first letter only caps, single line spacing, 4 pt before, 2 pt after.

Text Size 9, 1.5 line spacing, 0 pt before, 0 pt after.

To check your spacing is correct go to the Paragraph option in the Format menu.

### Step 5

Proofread document for accuracy and clarity. If unsure about DPD style rules, **just ask**, and have someone double check for you.

### Step 6

Send or distribute documents in correct file format:

- Documents sent via **email** should be in **PDF** format **especially** the DPD Terms & Conditions.
- Documents sent as a **hard copy** should be printed on the correct DPD **letterhead** pages.