

# STYLE GUIDE FOR PRODUCER CONTRACTING P&PS

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This guide covers the standards followed by all producer contracting p&p documents. Please follow the information provided to ensure all documents are formatted equally.

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## Design & Layout

Use the **2016 P&P Template** found in the Producer Contracting P&P's folder for new P&Ps. Do NOT save over the template file. **Save As: PC-XX Insert P&P Name**

## Typeface

All text within the P&P document is set at Tahoma 12pt font.

Tahoma Regular 12345

**Tahoma Bold 12345**

## Line Spacing

- Lines are single-spaced
- 6pt space before new paragraphs
- 1.5pt space between section header and grey text box
- Blank line between each new section
- Blank line between the History Table title/ description and chart

## Header

Simply replacing the information found on the **2016 P&P Template** and resaving as a new P&P will ensure you are following the correct heading format.

## Footer

- 12pt Tahoma font
- Centered
- Page 1 of 1

## History Table Chart

The date, revised, reviewed, and summary of activity titles are centered. Anything entered under the date, revised, and reviewed columns are centered within their box. The summary of activity should be thorough and left justified.