



Department Name

FIRST MIDDLE LAST NAME  
TITLE

Division Name  
Street Address, Room Number  
City, KS Zip Code

phone: xxx-xxx-xxxx  
fax: xxx-xxx-xxxx  
email address@ks.gov

Font: Times Roman.  
Point Size: 10Pt.  
Centered.

Font: Folio Lt Bt  
Point Size: 8 Pt.  
Right Justified.



Department Name

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TITLE

Font: Folio Lt Bt,  
Arial may be submitted  
if Folio Lt Bt is not available.  
Point Size: 8 Pt.  
Left Justified.

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Font: Times Roman.  
Point Size: 14 Pt.  
Caps and Small Caps.  
Centered.

Font: Times Roman.  
Point Size: 11 Pt.  
Caps and Small Caps.  
Centered.



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