**Customer service charter**

**STYLE GUIDE**

**Font style:** Arial

**Font size:** Cover sheet title: 36

Headings: 16

Sub-headings: 14

Text: 12

**Line spacing:** Text: Single, 0 pt

Paragraph: 1.5, 0 pt

**Logo:** D.E.S.K – Develop Excellent Skills & Knowledge and graphics

**Header:** Right: Logo

**Footer:** Left: Customer Service Charter

Middle: Page number (1 of 5 formats)

Right: Created date