

## 4.15 Memo Sheet

The specifications below illustrate the positions of the information fields to appear on the memo sheet. Exact details are shown below. The artwork is available from Corporate Communications/Publications and the Office of Estate and Development.

The diagram illustrates the layout of two memo sheets, Memo A6 and Memo A5, with dimensions and field specifications.

**Memo A6**  
Size: 104 mm x 140 mm

Dimensions: 31 mm (width of logo area), 10 mm (margin), 10 mm (height of logo area), 10 mm (margin), 10 mm (margin), 10 mm (margin).

Fields:

- at your request
- for display
- for your approval
- for your comments
- for your immediate action
- others: \_\_\_\_\_
- for your information/record
- please acknowledge receipt
- please handle
- please respond
- please sign and return

**Memo A5**  
Size: 148 mm x 209 mm

Dimensions: 10 mm (margin), 10 mm (margin), 25 mm (margin), 56 mm (margin), 31 mm (width of logo area), 10 mm (margin), 10 mm (margin).

Fields:

- Faculty of Science
- Department of Biological Sciences
- Memorandum
- Form fields: To, From, Date, E-mail, Tel, Subject

### Memo

- 1 Name of Faculty**  
Font: Frutiger 65 Bold  
Size: 10 points  
Leading: 12 point  
Tracking: 10 point
- 2 Name of Department**  
Font: Frutiger 55 Roman  
Size: 8 point  
Leading: 12 point
- 3 Memorandum**  
Font: Frutiger 45 Light  
Size: 15 point
- 4 Field**  
Example: Receiver's Name & Address, Date, Vendor No, Pages, Subject, Item, Quantity, Description, Unit Price, Amount etc  
  
Font: Frutiger 55 Roman  
Size: 8 point  
Leading: 13 point
- A Key line**  
Weight: 0.3 point  
Colour: NUS Blue