# Formatting an Unbound Business Report

## Margins

- Side margins are 1".
- Top margin of the first page on a business report is 2". Succeeding pages have a 1" top margin.
- Bottom margin is 1", although that may vary as page-break decisions are made.

### Multiple Line Title



## Title

- Center <u>the title</u> of the report in ALL CAPS for business reports. Quadruple space between the report title and the body of the report.
- If the title has more than one line, double space between the main heading and the sub heading,

WHALES (DS) Their Habitat (QS)

Left Align the body of the report.

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Yijin Wang



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