



JOHN ENGLER  
GOVERNOR

COAT OF ARMS  
5/8" Tall  
3/8" From Top  
of Page  
Center Over  
Governor's Name

GOVERNOR'S  
NAME  
3/8" From Left  
1 1/8" From Top  
Helvetica 8/8  
115% Extended  
All Upper Case

TITLE  
Helvetica 8/8  
115% Extended  
Lower Case  
Small Caps  
Centered

STATE OF MICHIGAN  
DEPARTMENT OF TRANSPORTATION

LANSING

STATE OF MICHIGAN  
Times New Roman 10/18  
Upper and Lower Case Small Caps  
115% Extended  
1/2" From Top of Page  
Centered

DEPARTMENT  
Helvetica 10/15 All Upper Case  
115 % Extended  
Centered

LANSING (OR REGIONAL OFFICE)  
Times New Roman 10/18  
Upper and Lower Case Small Caps  
115% Extended  
Centered



GREGORY ROSINE  
DIRECTOR

LOGO  
3/8" From Right  
1/2" From Top  
Logo Should Be  
Proportional In  
Size To Samples

DIRECTOR'S NAME  
Centered Under Logo  
Helvetica 8/8  
115% Extended  
All Upper Case

TITLE  
Helvetica 8/8  
115% Extended  
Lower Case Small Caps  
Centered

#### UPPER SECTION

- Letterhead size is 8 1/2" x 11".
- Letterhead margins are 3/8".
- Coat of Arms is 5/8" tall and centered over the Governor's name.
- The Governor's name is in Helvetica, 8 point upper case type, 8 point leading, 115% extended letters. The Governor's name is 1 1/8" from the top of the page, and is 3/8" from left margin.
- The word "Governor" is in Helvetica, 8 point lower case small caps type, 8 point leading, 115% extended letters.
- "State of Michigan" is in Times New Roman, 10 point upper and lower case small caps type, 18 point leading, 115% extended letters. It is 1/2" from the top of the page and is centered on the page.
- The Department is in Helvetica, 10 point type, 15 point leading, 115% extended letters, and is centered on the page.
- The word "Lansing" (or regional office) is in Times New Roman, 10 point small caps type, 8 point leading, 115% extended letters, and is centered on the page.
- The department's logo is 1/2" from the top of the page and 3/8" from the right. The department's logo should be proportional in size to the samples.
- The Director's name is in Helvetica, 8 point upper case type, 8 point leading, 115% extended letters, and is centered under the department's logo, if one is used.
- The word Director is in Helvetica, 8 point lower case small caps type, 8 point leading, 115% extended letters, and is centered under the Director's name.
- If a Chairman's name is used, it too will be in Helvetica, 8 point upper case type, 8 point leading, 115% extended letters, and will be centered under the Director's name.
- The word Chairman is in Helvetica, 8 point lower case small caps type, 8 point leading, 115% extended letters, and is centered under the Chairman's name.

#### LOWER SECTION

- If a line is used, it will be 10" from the top of the page. It will be 0.5 point in thickness. It will be 6 1/2" in length, centered on the page.
- There should be no information placed above line.
- Commissioner's names, Board member's names, etc., are in Helvetica, 7 point upper and lower case type, 10 point leading, 115% extended letters, centered on the page.
- The address and telephone numbers are in Helvetica, 7 point upper case type, 10 point leading, 115% extended letters, and are centered on the page. The web address ([www.michigan.gov](http://www.michigan.gov)) will be displayed in all lower case letters. The bottom line of the lower section will be 3/8" from the bottom of the page.

PHYSICAL ADDRESS, PO BOX, PO ZIP CODE  
Helvetica 7/10  
Upper Case  
115% Extended  
Centered On Page  
Web Address All Lower Case

WEB AND PHONE  
NUMBER LINE  
Web Address Is All  
Lower Case Type.  
Same Typestyle and  
Size As Address Line.

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