



JENNIFER M. GRANHOLM
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 Edge
1 1/8" From Top of Page
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
Times New Roman 10/12
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

PRINCIPAL
DEPARTMENT
DIRECTOR'S NAME
Centered Under Logo
3/8" From Right Edge
1 1/8" From Top of Page
Helvetica 8/8
115% Extended
All Upper Case

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

APPROVED FORMAT #2

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, 3/8" from top of page.
- 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 edge.
- The word "Governor" is in Helvetica, 8 point lower case small caps type, 8 point leading, 115% extended letters, centered under the Governor's name.
- "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, 12 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 edge. 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, and is 1 1/8" from the top of the page, and is 3/8" from the right edge.
- 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

- 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) 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

michigan.gov WEB ADDRESS AND MAIN
OFFICE PHONE NUMBER
Web Address Is All Lower Case Type.
Same Typestyle and Size As Address Line.
Last Line is 3/8" From Bottom Of Page.

MURRAY D. VAN WAGONER TRANSPORTATION BUILDING • P.O. BOX 30725 • LANSING, MICHIGAN 48909

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