ITEM CONSISTENCY OF CORPORATE PRESENTATION IN CORRESPONDENCE

POLICY

All departmental correspondence including letters, facsimiles and memoranda should meet the following guidelines.

- All correspondence should be prepared using Arial font, 11 point, with the exception of documentation for Ministerial Liaison which should be 12 point.
- All documents including letters and facsimiles that are being sent to people outside the Northern Territory Department of Employment, Education and Training should be on official departmental stationery.
- Memoranda are intended for correspondence within the department. They should be prepared using the official template.

Branches are not permitted to generate their own letterheads, facsimile cover sheets, with compliments slips, business cards or stationery.

Contact Officer	Director Internal Communications, Media and Marketing
Telephone	8901 4916