



Nuvo Accountancy

[Project Name Here]

[Report Name]

[Your Name]

[Date]





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Overview

This document serves as a template for internal use at Nuvo Accountancy LTD. If you're not affiliated with Nuvo Accountancy or its associated brands, please delete this document.

This document is available in Word format and can be exported as a .pdf for both printing and digital distribution.

Colours

The colour scheme in this template consists of:

- Default Black (#000000)
- Nuvo Navy (#09132b)
- Nuvo Purple (#6600b3)
- Nuvo Accountancy Orange (#ff5b00)
- Nuvo Audit Teal (#05b7b9)
- Nuvo Payroll Green (#53be00)

Please use only these colours within this document to maintain brand consistency.

Fonts

The fonts utilised in this template are Montserrat and Lato. Specifically:

- Headings 1 and 2 are formatted with Montserrat.
- All other body text should use Lato.

Use

This template is specifically intended for reports, internal documents, and Nuvo-related communications.

You may edit the body text and dates as required. Add headings and subheadings on the main pages as necessary. Do



not modify the footer information without prior approval (see page 5 for details).

How to use this template

Saving as a template

- Go to File -> Save as Template to save this file as a reusable template.
- For new documents, select "New from Template" to access this template quickly.

Using the Table of Contents

- Use "Heading 1" formatting for main headings to include them in the Table of Contents.
- Use "Heading 2" formatting for subheadings.

- To edit the Table of Contents, go to the References tab in Word and select "Update Table."

Printing guidelines

- To print, use Ctrl + P or navigate to File -> Print.
- As this template is landscape-oriented, select "flip on long edge" for double-sided printing.
- To save as a PDF, go to File -> Save as and select PDF as the file type.

Typing guidelines

Preferred font sizes:

- Body: 12pt
- Header 2: 16pt
- Header 1: 20pt

Recommended alignment is left (not justified).



Margin Guidelines

Maintain consistent margins as preset in this document to ensure a professional appearance (top: 4.75cm, bottom/left/right: 2.54cm). There are two columns.

Spacing Guidelines

- Use consistent spacing (single spacing or 1.5 spacing) for body text.
- Maintain clear line spacing between sections for readability.

How to Edit Template

Editing colours

Only utilise the Nuvo-approved colour palette or default black as specified earlier.

Editing Title Slide

Click on the title text box and enter the desired title. Ensure formatting remains consistent.

Editing footers

Double-click in the footer area or navigate to the Insert tab for Footer settings. I'd recommend only editing the date. For any other adjustments, navigate to Queries (page. 6)

Queries

If you have any queries about the use, application or format of this template, please contact charlie.anthony@nuvo.co.uk. For any technical queries, visit the Word support page (<https://support.microsoft.com/en-gb/word>) or use the search function on the help tab on the top ribbon.