

**This is a sample resolution heading. It will be typed in upper case and lower case format. It will be justified. The font should be Verdana 12 point and bold. The bold will make it stand out on the resolution. The resolution title should be in the header so it will appear on all pages of the resolution. (My Agency Name) (\$1.00)**  
**Note: add amount information only when dealing with contracts or agreements.**

**WHEREAS**, many of you reading this are very concise and consistent in your resolution contraction, it is nevertheless useful to have a quick guide handy; and

**WHEREAS**, the font for resolutions will be Verdana 12 point. The resolution title will be bold, appear in upper case and lower case format, and be justified; and

**WHEREAS**, the top margin should be 1.5 inches, bottom margin should be 0.5 inches, left margin should be 1.5 inches, right margin should be 0.7 inches, header should be 1.5 inches from top edge, footer should be 0.5 inches from bottom edge, and paragraphs are justified; and

**WHEREAS**, it is recommended this sample document is copied so the font and margins will be set; and

**WHEREAS**, the resolution title should be typed in the header portion of the Word document so it will appear at the top of each page. To find how to do this, use Word's Help and search with key word 'Header'; and

**WHEREAS**, the 'whereas' will be indented, bold, and typed in upper case; and

**WHEREAS**, the commissioners motions and signatures will no longer be part of the submitted resolutions but will appear as a separate page in the supporting documents; and

**WHEREAS**, the session date, resolution number, red lines, and the message 'Signature Page Follows' will be stamped on the resolution when it is published, therefore this information will not be included in the Word document; and

**WHEREAS**, page numbers should not be on the Word document because it would be in the area used by the published resolution PDF; and

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**WHEREAS**, with the CRMS application there will no longer be a need to submit 13 copies of the resolution and supporting documentation because the electronic copy will be available for viewing and only be printed when needed; now, therefore,

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS, FRANKLIN COUNTY, OHIO:

The usage of an electronic resolution document with the new Commissioners Resolution Management System (CRMS) is hereby approved.

AGENCY	CONTRACT AMOUNT
My agency Name	\$ 0,000.00
Your agency Name	\$ 0,000.00
Total	\$ 00,000.00

Prepared by: FirstName LastName

cc: Commissioners  
All county agencies