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Template, Normal.dot. The Basic Document Defaults Are: Page Size: Letter (8.5"x 11") Orientation: Portrait Margins Top: 1.0" Bottom: 1.0" Left: 1.25" Right: 1.25" Header: 0.5" Footer: 0.5" Font: Times New Roman Point Size: 10 Pt (or 12 Pt) Alignment: Left Justified, No Indention, Single Space Apr 17th, 2024

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