



Town of Sterling

Office of the Town Clerk

1 Park Street, Sterling, MA 01564

Phone: 978-422-8111 x2307

Fax: 978-422-0289

Email: TownReport@Sterling-ma.gov

December 21, 2011

MEMO TO: ALL TOWN DEPARTMENTS, BOARD AND COMMITTEE CHAIRS

FROM: Dawn E. Michanowicz, Town Clerk

Re: TOWN REPORTS for 2011

DEADLINE for Annual Reports: Friday March 9

We are compiling your various reports to be printed in the **2011 ANNUAL TOWN REPORT**. Please submit your annual report by **Email:** TownReport@Sterling-ma.gov by **Friday March 9** to meet the print deadline. Melissa Chalmers, who has worked in Graphic Design, is in her 3rd year to assist you in formatting and layout.

If you have any questions please contact Melissa as follows:

CONTACT: Melissa Chalmers

Tel: 978.422.8111 x1

Email: TownReport@Sterling-ma.gov

Time: Monday and Friday mornings 9-11

When: starting January 30th

Where: Town Clerk's Office, Rm. 113

FORMATTING YOUR REPORT: this is important for the print layout to meet the printer's requirements.

Must be a **WORD** Document (DO NOT make it a PDF file)

PORTRAIT for Word doc

Font : Times new Roman, Size: 11

Left Margin: 1.0"

Right Margin: 1.0"

Top margin: 1.0"

Bottom margin: 1.0"

Do NOT put HEADER or FOOTERS in your document (because we insert page numbers)

EXCEL Documents:

If your report is on "Excel s/s", please make sure your margins are 1" all around;

Font: Times New Roman, Size: 11

Size 8x11" paper

LANDSCAPE for Excel doc

All reports are due on March 9th at 11:30am in the Town Clerk's Office. Any report submitted later will not be printed in this ANNUAL REPORT. No exceptions. Note that grammatical errors and typographical errors will not be corrected.

If you do not have access to a computer, please let us know as soon as possible.