

**Please create a letterhead for the  
Milwaukee Sausage Company**

## **Notice to All Employees**

We will be upgrading your health insurance policy to provide better coverage! Below are the changes you will see:

- Out-of-pocket costs for dental work is now capped at \$250 instead of \$500
- Employees are now eligible for one eye-exam per year at no cost to you. Glasses have a co-pay of \$100 and contact lenses have a co-pay of \$125
- The family plan deductible will be \$500
- The single plan deductible will be \$300
- Co-pay on medical expenses are is now 10% up to \$2,000. Once this limit is reached, then the health plan covers 100%

If you want to change the coverages you selected when hired, the outline below describes classifications of employees and each new “open enrollment” period:

1. If you were hired before January 1, 2010, you may review your coverages and make changes before November 30, 2016.
2. If you were hired January 1, 2010 to December 31, 2014; you may review your plan and make changes before December 31, 2016
3. If you were hired in 2015 or 2016, you will have to wait until April 1, 2017 to make any changes in the coverages you selected when hired.

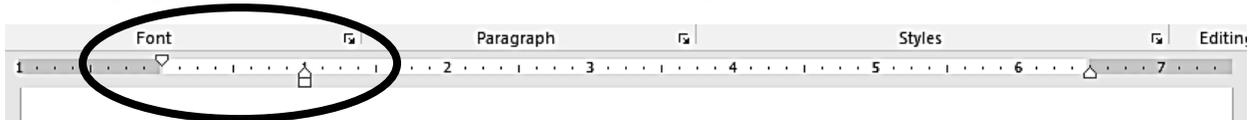
Your Name, Today's Date

## Bulleted Lists (unordered), Ordered Lists (enumerated) & Hanging Indents

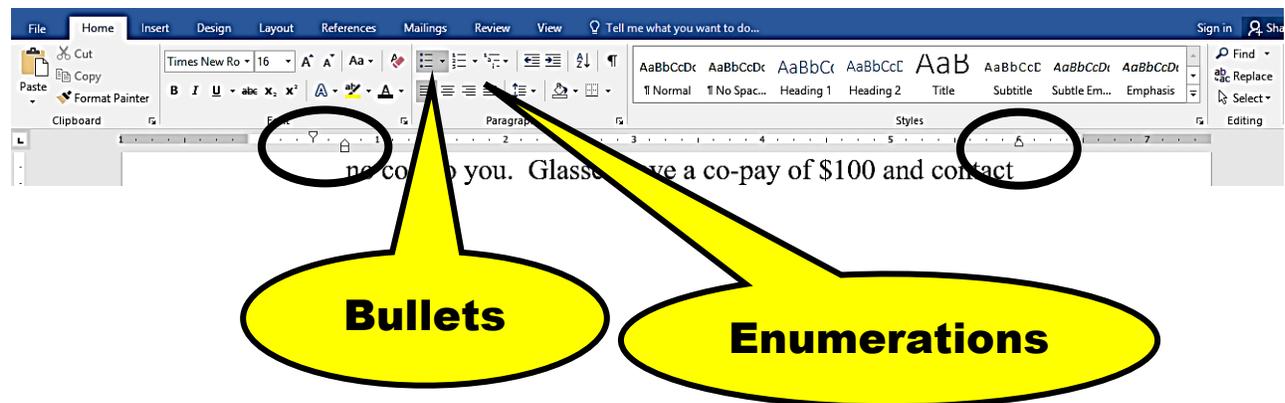
A “hanging indent” is when a paragraph begins at the left and every line below it is indented. Just remember: Following lines “hang” or are indented below the first. They most commonly seen with lists. Here is an example of a couple of lines of test with a hanging indent:

**Lorem ipsum** dolor sit amet, aliquam morbi odio vitae etiam scelerisque. Maecenas rutrum id erat, ac ornare, quis cursus curabitur purus metus, nunc vel, mollis vivamus mi.

The hanging indent you see above was created by using the ruler as shown below:

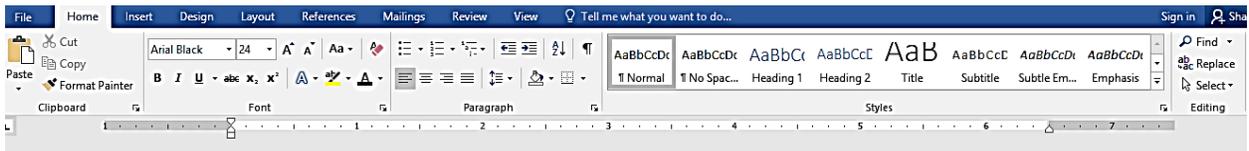


To complete today’s assignment, when you add bullets and enumerations, you will need to use the ruler as shown below:



When you key the other text, please use a strong font like Arial Black, size 24 for the top heading. The rest of the text should be easy to read in print, something like a Times New Roman, size 16,

All text EXCEPT the lists (bulleted and enumerated) should use MS Word’s default margin (1” left and right) and the ruler DOES NOT have a hanging indent.



Your name should be JUSTIFIED RIGHT at the bottom:

