

ITINERARY
Top Margin: 1"
Side Margins: 1"

ITINERARY (bold)
(DS)
Nancy Wells (bold)
(DS)
April 1-3, 20__ (bold)

(QS)

Sunday, April 1 (bold)

(DS)

9:02 a.m. Depart Columbus, Port Columbus International Airport (CMH)
Delta Airlines, Flight 684 (non-stop) (breakfast served) **(SS)**

(DS)

12:32 p.m. Arrive New York City, LaGuardia Airport (LGA)

(DS)

Monday, April 2 (bold)

9:30 a.m. Breakfast appointment with Jane Smith, Chamber of Commerce representative, at the Plaza Hotel, 200 Broad Street, Circle Restaurant, regarding survey for possible branch in New York City

1:00 p.m. Meeting with Phil Langton at the Waldorf Hotel, Suite #345

3:30 p.m. Appointment with Francis Evans at Citibank, 410 Norway Avenue, regarding loan (take last quarter's financial statements)

Tuesday, April 3 (bold)

8:00 a.m. Breakfast with Julie Crampton, Office Enterprises

3:00 p.m. Depart New York City, LaGuardia Airport (LGA)
Delta Airlines, Flight 410 (non-stop)

4:15 p.m. Arrive Columbus, Port Columbus International Airport (CMH)

Note:

- Times can be aligned at the colon or left aligned.

SECOND AND SUBSEQUENT PAGES:
All margins = 1"
Right align heading: Itinerary of ____
Page 2 (*key the word Page followed by the page number*)