

Business Case Sizes

Business case sizes are crucial to understand and study to choose the right dimension for your business case. Since business cases can contain various content lengths and infographics, professionals have diverse preferences regarding paper sizes.



Business Case Standard Sizes

Letter

Letter with the size of 8.5 × 11 inches or 216 × 279 mm has dimensions suitable for the business case. Letter paper size is the most popular standard size that most businesses and professional organizations use, leading your business case has a recognizable sense to your audience.

A4

A4 with the measurement of 8.3 × 11.7 inches or 210 × 297 mm is mostly used in marketing products and documentation because of its space. A4 is one of the most popular dimensions since it has an almost similar scale to letter paper size.

Legal

Legal with the size of 8.5 × 14 inches (216 × 356 mm) is taller than A4 and letter, which makes them perfect for a business case with portrait or vertical section routes. For this reason, it is one of the standards.

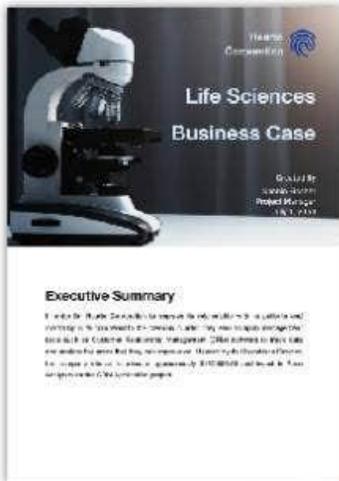
Business Case Sizes for Print

Letter

Corporates print multiple documents for their records, reports, and other documents. Letter with the size 8.5 × 14 inches (216 × 356 mm) is the top paper size usually use in printing operations since it ensures uniformity to other documents.

Letter

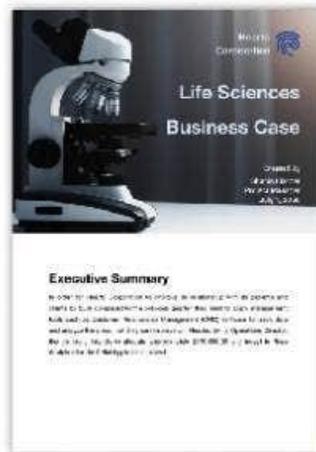
Letter Size



14 inches

8.5 inches

A4

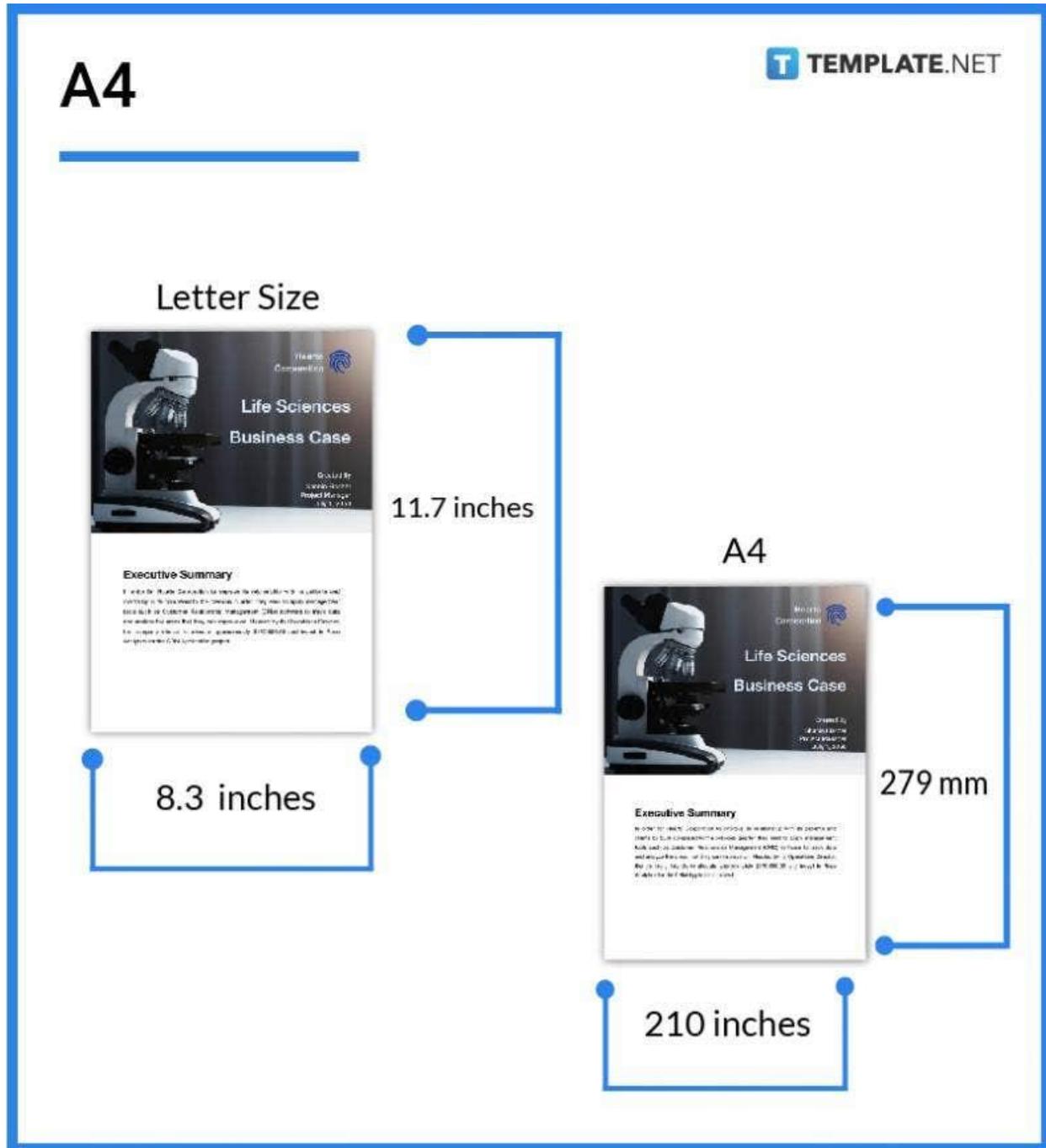


356 mm

216 mm

A4

A4 is the paper size people usually choose to print documents. It has dimensions of 8.3 × 11.7 inches or 210 × 297 mm, which people see as preferable sizes for printing documents.



Legal

Legal with the size of 8.5 × 14 inches (216 × 356 mm) is a longer or taller paper that various firms prefer. Although almost similar to A4 and letter, it gives more portrait space which some documentation requires.

Legal

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Letter Size

14 inches

8.5 inches

A4

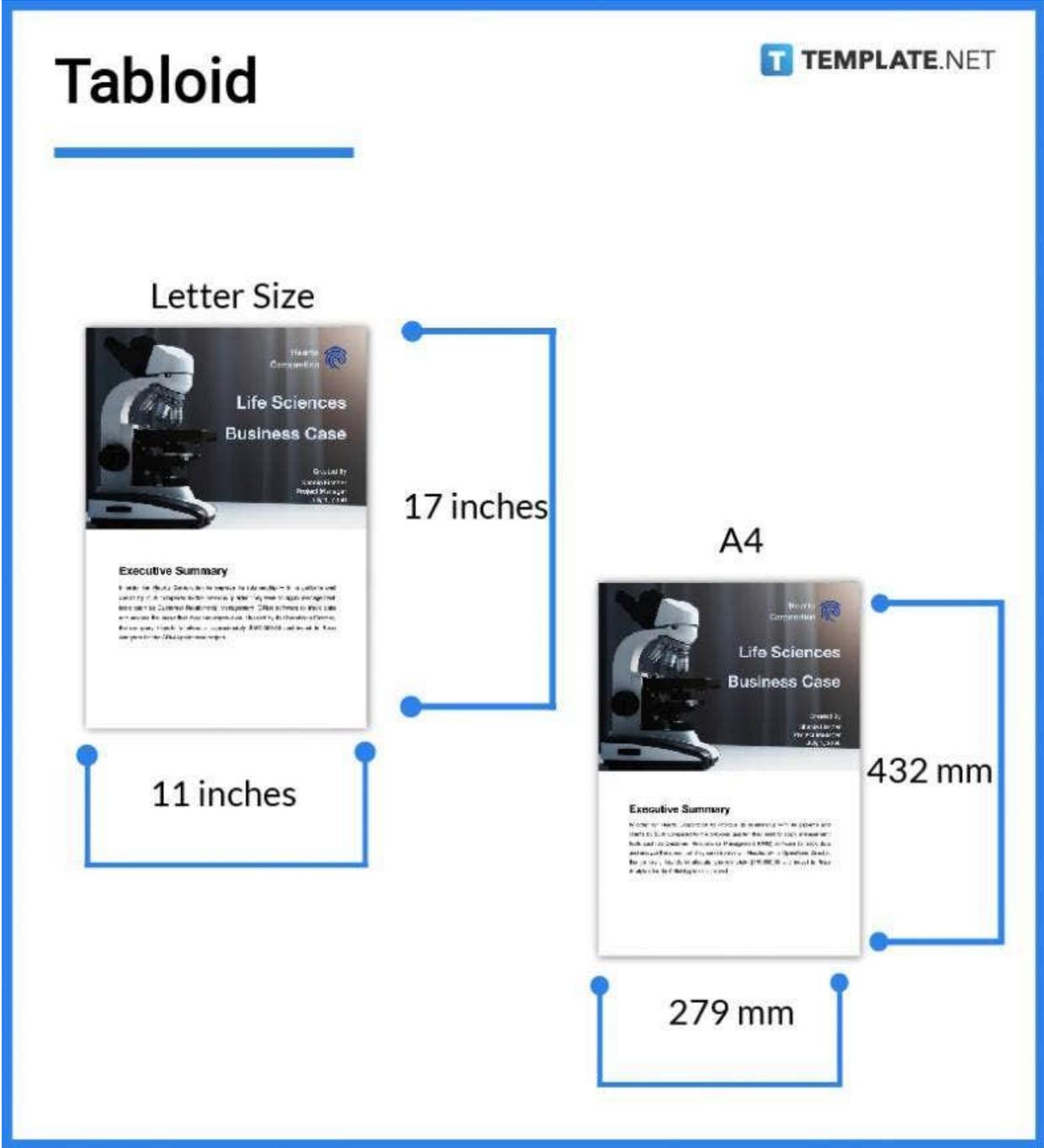
356 mm

216 mm

The diagram illustrates the dimensions of Letter Size and A4 paper. It features two sample documents side-by-side. The document on the left is labeled 'Letter Size' and has dimensions of 8.5 inches in width and 14 inches in height. The document on the right is labeled 'A4' and has dimensions of 216 mm in width and 356 mm in height. Both documents have a header with a microscope image and the text 'World Commission Life Sciences Business Case'. The 'Letter Size' document also includes an 'Executive Summary' section with placeholder text. The 'A4' document also includes an 'Executive Summary' section with placeholder text. The entire diagram is enclosed in a blue border.

Tabloid

Tabloid dimensions are 11 × 17 inches or 279 × 432 mm; as you can see, it has wider and taller dimensions. Given its measurement, it is best for business cases with multiple diagrams or visual presentations.



Business Case Sizes for Microsoft Word

Letter paper size that is 8.5 × 14 inches (216 × 356 mm) is the default paper size in Microsoft Word. Although that is the case, Microsoft word offers resizing tools and other ratio options you can use depending on your preferences.

The diagram illustrates two paper size options for a Microsoft Word document. On the left, the 'Letter' size is shown with dimensions of 8.5 inches in width and 14 inches in height. On the right, the 'A4' size is shown with dimensions of 216 mm in width and 356 mm in height. Both documents feature a cover page titled 'Life Sciences Business Case' with a microscope image and a 'Business Summary' section. The 'TEMPLATE.NET' logo is visible in the top right corner of the document area.

Business Case Sizes for Microsoft Word

Letter

14 inches

8.5 inches

A4

356 mm

216 mm

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Business Case Sizes for Apple Pages

Apple pages treat letter paper size sizing 8.5 × 14 inches (216 × 356 mm) as its default paper size, prompting you when you start apple pages. Since it is the standard paper size, most professionals and firms use it for uniformity of business documentation worldwide.

The diagram illustrates two page layouts for a business case, each within a blue-bordered frame. The top layout is labeled 'Letter' and shows a page with a width of 8.5 inches and a height of 14 inches. The bottom layout is labeled 'A4' and shows a page with a width of 216 mm and a height of 356 mm. Both pages feature a header with a microscope image and the text 'Life Sciences Business Case', and a main body with the heading 'EXECUTIVE SUMMARY' and several lines of placeholder text. The 'TEMPLATE.NET' logo is visible in the top right corner of the frame.

Letter

8.5 inches

14 inches

A4

216 mm

356 mm

Business Case

Sizes for Apple Pages

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Business Case Sizes for Google Docs

Letter with the measurement of 8.5 × 14 inches (216 × 356 mm) is the paper size Google Docs offer since multiple industries use this dimension for their documentation since it is the formal paper size.

The diagram illustrates two document sizes for Google Docs: Letter and A4. Both documents feature a cover page with a microscope image and the text 'Life Sciences Business Case' and 'Executive Summary'. The Letter size is shown with dimensions of 8.5 inches in width and 14 inches in height. The A4 size is shown with dimensions of 216 mm in width and 356 mm in height. The documents are presented within a blue-bordered frame that also contains the title 'Business Case Sizes for Google Docs' and the 'TEMPLATE.NET' logo.

Letter

8.5 inches

14 inches

A4

216 mm

356 mm

Business Case

Sizes for Google Docs

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FAQs

What is the good length of a business case?

Most business cases have 20–40 pages of text, or a business case length should mirror the number of your audience.

What are the font sizes of the business case?

A business case should use font styles such as times new roman, Calibri, and Arial for clear and recognizable documents and font sizes from 10–14.

How do you structure a business case document?

When developing a business case you should define the scope, include an executive summary, financial management and budget plan, and an outline of the project proposal.

What makes a good business case?

A good business case showcases the problem, deliver critical elements to solve the problem, and provides activities and programs to the decision-makers, allowing them to have complete data to include in the evaluation of the proposal should get approval.

What is the legal structure of a business case?

There is a various business case that corresponds with a legal structure, such as sole proprietorship business structure (one-person ownership), partnerships business structure (two or more people ownership), and limited liability company (one or more people ownership).

How long should a business case study be?

Since a business case study will tackle the highs and lows of the business system, it needs longer pages; however, most case studies reach an estimate of 2–3 pages long.

What are the dimensions of the business case?

The most used dimension in the business case is the letter paper dimension with the size of 8.5 × 11 inches or 216 × 279 mm since it is a standard and preferred in the professional industry.

What is the format of a business case?

The format of a business case should include reasons, options, benefits, costs, timescales, and risks.

How to reduce the size of the business case?

In digital documenting tools such as Microsoft Word and Apple Pages, they offer innovative tools such as resizing tools to offer custom paper sizes.

What are the steps in preparing a business case?

To prepare a business case, you should first identify the business problem, generate alternative solutions, discuss with the team to obtain more recommended solutions, and provide the initiative and processes you decided to implement.

How many pages should a business case be?

A business case should be concise and brief; hence, 10–15 pages are enough for a business case.

What is the layout of a business case?

The business case begins with an executive summary, company overview, background research, and market analysis, describes the company's intended methods in the marketing and operation plans, shows the assigned management team, and concludes with the investment plan and financial statements.

How to change the size of the business case?

Digital documenting tools have built-in innovative tools that allow you to resize the paper size of your document, leading you to write and develop your projects conveniently.

What is covered in a business case?

A business case determines particular business problems, provides effective solutions, presents the cost-benefit analysis, conveys possible risks, and prepared contingency plans, covering the company's performance, financial system, and future.

What is the paper size in the business case?

Letter paper size is a standard dimension measuring 8.5 × 11 inches or 216 × 279 mm, which is commonly used by business professionals.