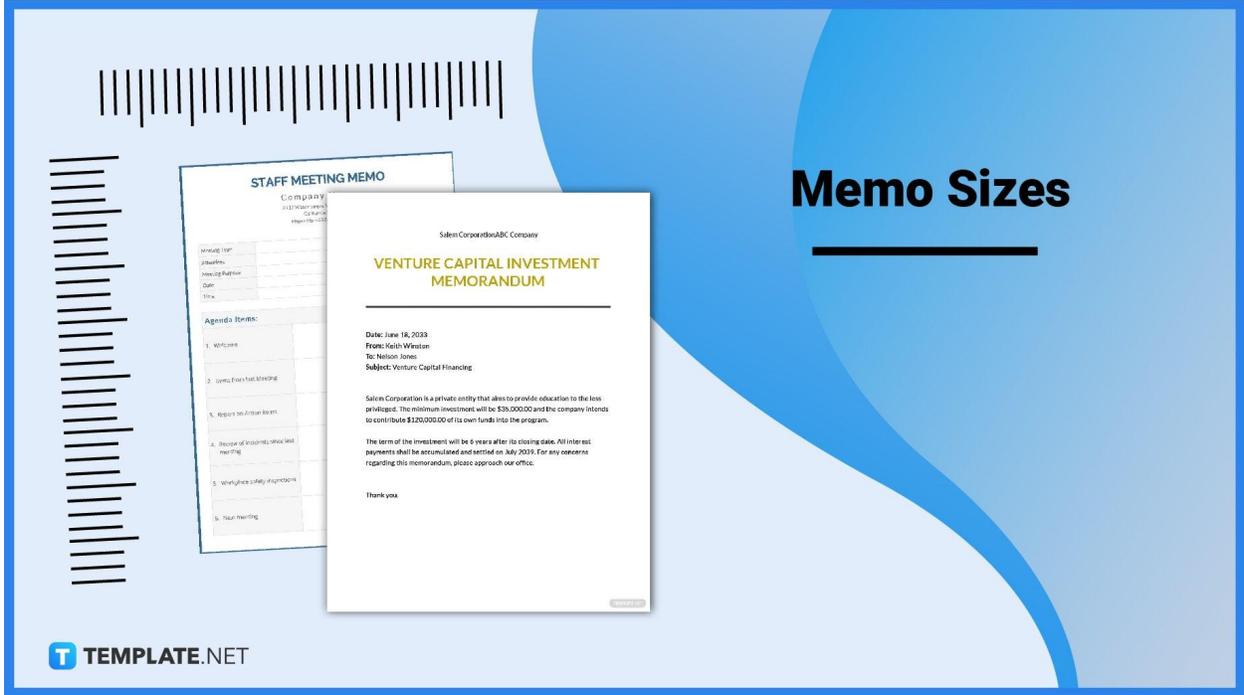


# Memo Sizes

In the memo-writing process, one should keep in mind that the right memo size needs to be adhered to, depending on the purpose of the document. When creating a document that will serve as a memo, it is critical to ensure that the appropriate sizes are adhered to for the layout of the contents and the structure of the document to be preserved.



## Memo Sizes Standard

It is important to remember the appropriate document sizes when writing any kind of memo, whether it be a school memo, a business memo, or any other kind. The following are the ones that are generally acknowledged as the standard:

### Memo Pads (11×17)

Memo pads can be put to an extremely wide variety of uses, the specifics of which depend on the preferences of the user as well as the dimensions of the pad. Sticky notes can be made with pads that are smaller and do not have coverings. They are useful for jotting down brief reminders and notes to oneself, especially if you need to carry the note with you while you are moving around.

## **Colored Memo Pads (3×5)**

These are simple to stick on and remove, and they are available in a variety of colors. Memo pads are an effective and economical way to keep your company in front of your clients, hence increasing the likelihood that they will utilize your products or services in the future. They are typically printed on high-quality 70-pound paper that is simple to write on and draws attention to your design.

## **White Memo Sheets (3×5)**

The bond on the memo sheets is a brilliant bright white, making them ideal for making rapid notes. These pads are suitable for use in any memo holder designed for a standard-size note and may also function independently. The memory filler sheets are free-standing.

## **Colored Memo Sheets (4×6)**

Paper with a brilliant fluorescent hue attracts the eye. The sheets are compatible with all memo holders that are the usual size. Such a variety of sheet colors can be easily attractive, and they can also be utilized for a variety of functions, including for labels, short notes, and a great deal more.

## **Letter Size**

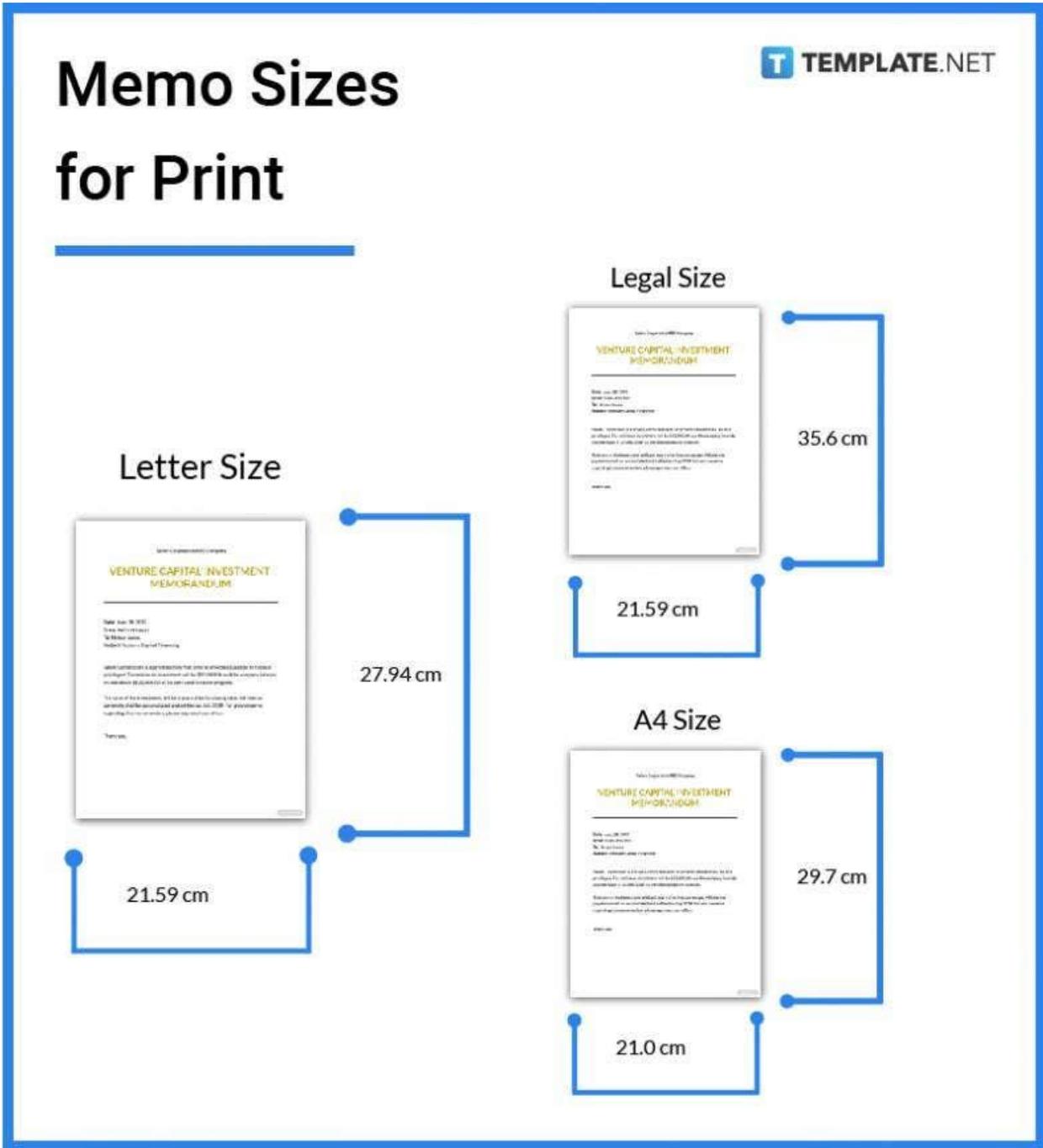
The letter size, also known as the standard document format for memos, measures 8.5×11 inches and is one of the paper sizes that is utilized the most commonly. Memo pads specifically of the Letter size are fantastic for scribbling down rapid ideas during brainstorming sessions and noting down jobs and to-do lists before people forget them.

## **Legal Size**

Memos can also serve a legal purpose, such as a memorandum of agreement, a memorandum of understanding, or a policy memo. For this reason, another standard size that can be used is the Legal size, which measures 8.5×14 inches.

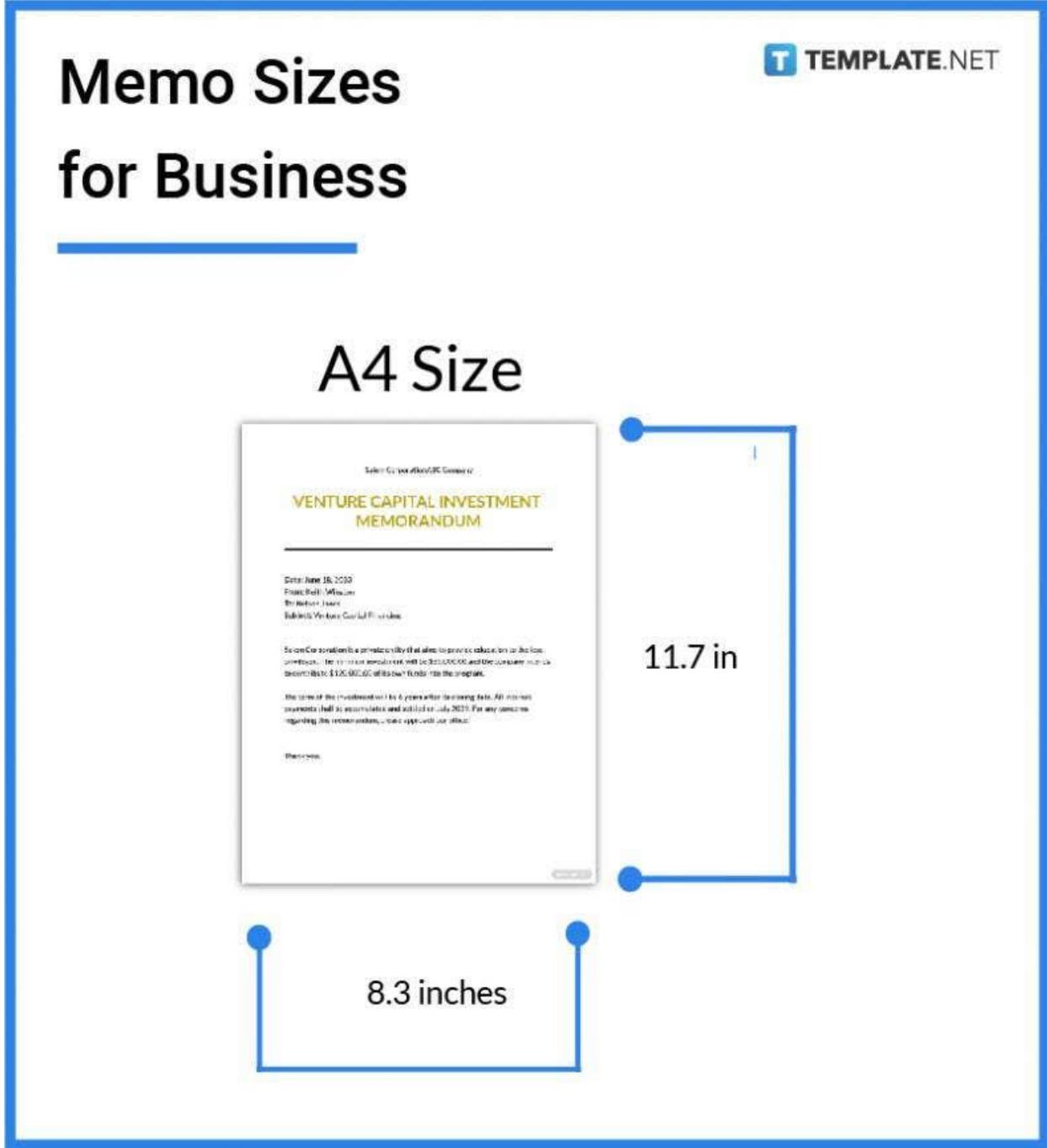
# Memo Sizes for Print

Depending on their intended use, memos that are printed can adhere to the conventional sizes, which are the letter size (21.59×27.94 cm), the A4 size (21.0×29.7 cm), and the Legal size (21.59×35.6 cm). The US Letter paper size is the most cost-effective option, and companies often distribute it for the purpose of direct marketing because of its widespread use, and in order for the documents to be printed correctly, they need to first adhere to the appropriate format.



# Memo Sizes for Business

Memos to employees should be understandable, easily available, and to the point. Single-spaced and using a size 11 or 12 Times New Roman type, the ideal size that can be used when making a memo for business is the A4 size, which measures 8.3×11.7 inches.



The image shows a diagram of an A4 size memo template. The template is enclosed in a blue border. At the top right, there is a logo for 'TEMPLATE.NET'. The main title 'Memo Sizes for Business' is prominently displayed in the upper left. Below the title, a sample memo is shown. The memo is titled 'VENTURE CAPITAL INVESTMENT MEMORANDUM' and includes a date, sender, recipient, and subject. The dimensions of the memo are indicated by blue lines and text: '11.7 in' for the height and '8.3 inches' for the width.

**MEMO SIZES FOR BUSINESS**

**A4 Size**

11.7 in

8.3 inches

MEMO SIZES FOR BUSINESS

VENTURE CAPITAL INVESTMENT MEMORANDUM

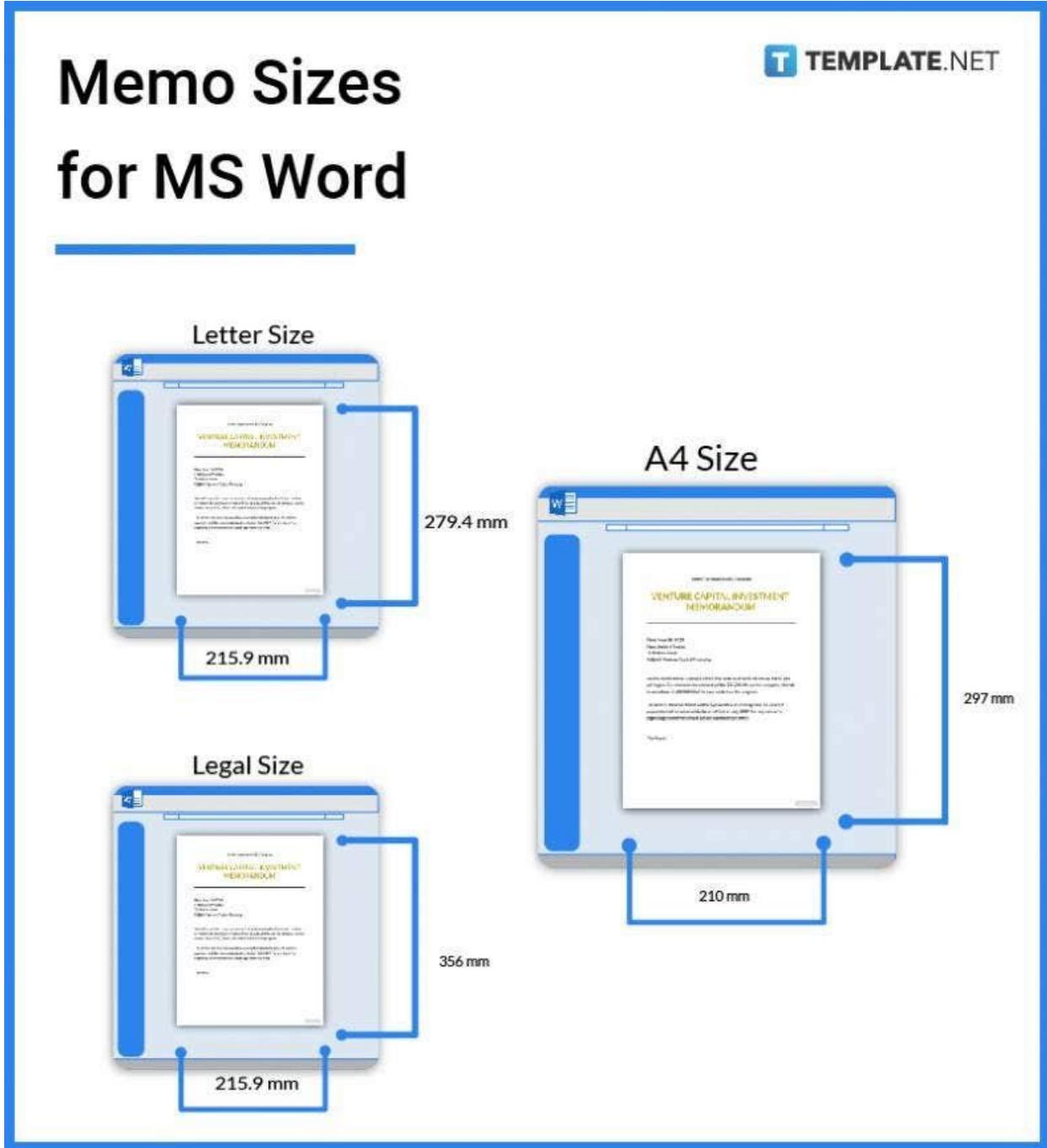
Date: June 15, 2020  
From: Mr. J. Doe  
To: Mr. J. Doe  
Subject: Venture Capital Investment

This memorandum is a preliminary document and does not constitute an offer or a solicitation of investment. The minimum investment will be \$100,000 and the maximum will be \$1,000,000. All investments will be made in accordance with the applicable laws and regulations.

The terms of the investment will be 4 years after the closing date. All interest payments shall be quarterly and will be paid on July 1st of each year. For any questions regarding this memorandum, please contact the issuer.

# Memo Sizes for MS Word

MS Word can provide a database of high-quality and user-friendly Word note templates will help you save time while also providing your papers a polished and professional appearance. Make use of a template for a memo for any correspondence that needs to be brief yet significant, such as temporary office closures, personnel updates, or company milestones, and when creating a memo template in this program, the sizes that can be used are typically the US Letter (215.9×279.4 mm), the Legal size (215.9×356 mm), and the A4 size (210×297 mm).



# Memo Sizes for Apple Pages

Apple Pages is another program that can be used to create a memo document, and the sizes that can be followed when creating one are the Letter (21.59×27.94 cm), the Legal size (21.59×35.6 cm), and the A4 size (21.0×29.7 cm). You can choose the paper size by going to the Documents tab, clicking the pop-up menu in the sidebar that displays the current paper size, and then choosing an option from that menu that will take you to the page size selection screen.

The diagram illustrates three memo sizes for Apple Pages, each shown as a document page within a blue frame. The TEMPLATE.NET logo is located in the top right corner of the frame.

- Letter Wide:** Dimensions are 21.59 cm (width) and 27.94 cm (height).
- Legal Size:** Dimensions are 21.59 cm (width) and 35.6 cm (height).
- A4 Size:** Dimensions are 21.0 cm (width) and 29.7 cm (height).

# Memo Sizes for Google Docs

The default document size in Google docs is the Letter size (8.5×11 inches) and this can be used to create memos, additionally, the A4 size (8.3×11.7 inches) and the Legal size (8.5×14 inches) can also be used when creating memos in this program. Even though informal memos are often exclusively used for communication that is constrained to two pages or less, they can also be cited in official reports that span multiple pages, and to select the sizes that should be used, proceed to the “File” tab, click on “Page Setup”, change the “Apply” setting to “whole document”, and from there, simply select between the preset paper size options for the Letter, Legal, and A4 size.

**Memo Sizes for Google Docs**

**Letter Wide**  
8.5 Inches  
11 inches

**Legal Size**  
8.5 inches  
14 inches

**A4 Size**  
8.3 inches  
11.7 in

The diagram illustrates three different memo sizes available in Google Docs. Each size is represented by a document template with its dimensions labeled. The Letter Wide size is 8.5 inches wide and 11 inches high. The Legal Size is 8.5 inches wide and 14 inches high. The A4 Size is 8.3 inches wide and 11.7 inches high. The templates are shown within a blue border, and the dimensions are indicated by blue lines and text labels.

# FAQs

## What size is the memo size?

Standard memo pad designs are a fourth of an 8 1/2 × 11 sheets of paper, making them the most inexpensive.

## What is an A5 size memo?

A5 paper is half the size of A4 letters, invitations, and business memoranda, and measures 5.8×8.3 inches.

## What are the dimensions of a memo?

The dimensions of a memo depend on the size that can be used, as a Letter size memo has a dimension of 8.5 inches in width and 11 inches in height while the A4 size memo has a dimension of 8.3 inches in width and 11.7 inches in height.

## How to scale the size of a memo?

You have to open the document and press Ctrl + P to which you can find the Zoom section, then click Scale To Paper Size and select the desired sheet size.

## What is the font size of the memo?

Business documents, such as a memo, read best in 12-point font.

## What size are memo margins?

Your word processor's default margin settings are 1" top, bottom, left, and right, which is fine for a traditional memo.

## How long should legal memos be?

Legal memoranda should be one to two pages lengthy and easy to read so the reader may quickly understand the matter.

## **How to print a memo in 6" x 9" using google docs?**

Open the document, click File, Choose Page setup, Click Paper size, and select the desired paper type.

## **What is the line spacing for a memo?**

Single spacing between lines will be the norm for your document; however, double spacing is typical for legal notes.

## **What is the size of a memo in inches?**

The measurements of the paper are precisely 8.5 inches across and 11.0 inches high (US Letter standard).