**Model Commercial Lease: Style Guide**

**Introduction**

A number of users of the Model Commercial Lease (MCL) have asked us whether it is possible to enable the leases to be downloaded from our website with their firms’ house styles applied. Unfortunately, the website that we use does not allow us to offer this function. The documents are stored as simple Word documents with built-in styles.

To assist converting leases into different house styles, this guide sets out the styles that we use in the MCL. The table below sets out the names of the styles and gives examples of them.

**Font and font size**

The MCL uses the Verdana font with 9pt size. This is set in Word’s Normal style. All other styles in the MCL are based on the Normal style. Therefore, changing the Normal style to your desired font and font size will change all of the other styles to match the new font and font size.

**MCL Styles**

We have named all of the styles in the MCL with names that begin MCL-. This should ensure that the styles in the MCL do not clash with the names used for individual firms’ house styles. It should also enable you to use the search and replace function in Word to make global changes to replace an MCL style with your firm’s house style without changing the underlying text of the MCL.

**Table of styles**

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| --- | --- | --- |
| **Style** | **Use** | **Example** |
| **MCL-Body** | Any text that does not have a paragraph number that is not indented | Sample text |
| **MCL-Body-1** | Any text that does not have a paragraph number that is indented one level to match a level 1 heading | Sample text |
| **MCL-Body-2** | Any text that does not have a paragraph number that is indented one level to match a level 2 heading | Sample text |
| **MCL-Body-3** | Any text that does not have a paragraph number that is indented one level to match a level 3 heading | Sample text |
| **MCL-Body-4** | Any text that does not have a paragraph number that is indented one level to match a level 4 heading | Sample text |
| **MCL-Heading-1** | Text with a top level numbered heading that will also appear in the table of contents | 1. Sample text |
| **MCL-Heading-2** | Text with a second level numbered heading that will also appear in the table of contents | * 1. Sample text |
| **MCL-Level-1** | Text with a top level paragraph number | 1. Sample text 2. Sample text |
| **MCL-Level-2** | Text with a second level paragraph number | * 1. Sample text   2. Sample text |
| **MCL-Level-3** | Text with a third level paragraph number | * + 1. Sample text     2. Sample text |
| **MCL-Level-4** | Text with a fourth level paragraph number | * + - 1. Sample text       2. Sample text |
| **MCL-Level-5** | Text with a fifth level paragraph number | * + - * 1. Sample         2. Sample |
| **MCL-Schedule** | A numbered Schedule heading | 1. Schedule 1 |
| **MCL-Schedule-Title** | The title heading for a Schedule | Sample Title |
| **MCL-Part** | A part heading within a Schedule | 1. Sample text |
| **MCL-CrossReference** | Adds bold text to cross-references within a paragraph | This is a cross-reference to clause 1 |
| **MCL-Definition** | Adds bold text to defined terms | “Defined term”  Definition text |
| **MCL-Definition-(a)** | Adds numbered paragraphs to a definition | “Defined term”   1. Definition text 2. Definition text |
| **MCL-Definition-(i)** | Adds numbered sub-paragraphs to a definition | “Defined term”   1. Paragraph    1. Definition text |
| **MCL-Parties** | Numbering for setting out details of the parties to a document | 1. Party 1 2. Party 2 |

**Headers, footers and footnotes**

Headers, footers, footnote references and footnote text each use the built-in Word styles.