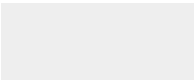


Stationery Branding Guidelines

1. Logo Usage



- Use the primary logo on all official stationery.
- Maintain minimum clear space around logo.
- Do not stretch, distort, or alter the colors.
- Minimum logo size: 24mm width.

2. Color Palette



Primary
#EEEEEE



Secondary
#CCCCCC



Accent
#999999

- Use primary color for headers and highlights.
- Secondary and accent for subtle backgrounds or lines.

3. Typography

Type	Font Family	Weight	Usage
Header	Segoe UI, Arial	600	Document Titles, Headings
Body	Segoe UI, Arial	400	Body Text, Content

4. Stationery Layout

- Letterhead: Logo at top left, contact details top right.
- Business card: Logo on front, contact details back.
- Use A4 (210x297mm) for all official documents.

5. Contact Details Format

Element	Sample Format
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Company Name	BrandCo Solutions Ltd.
Address	123 Main Street, City, ZIP
Phone	+1 234 567 890
Email	info@brandco.com

6. Incorrect Usage

- Do not use outdated logo versions.
- Do not place logo on patterned backgrounds.
- Do not change official colors or fonts.

7. Additional Elements

- Envelope: Logo at top left, return address bottom left.
- Email signature must follow font and color guidelines.

For further inquiries, contact the Branding Team.