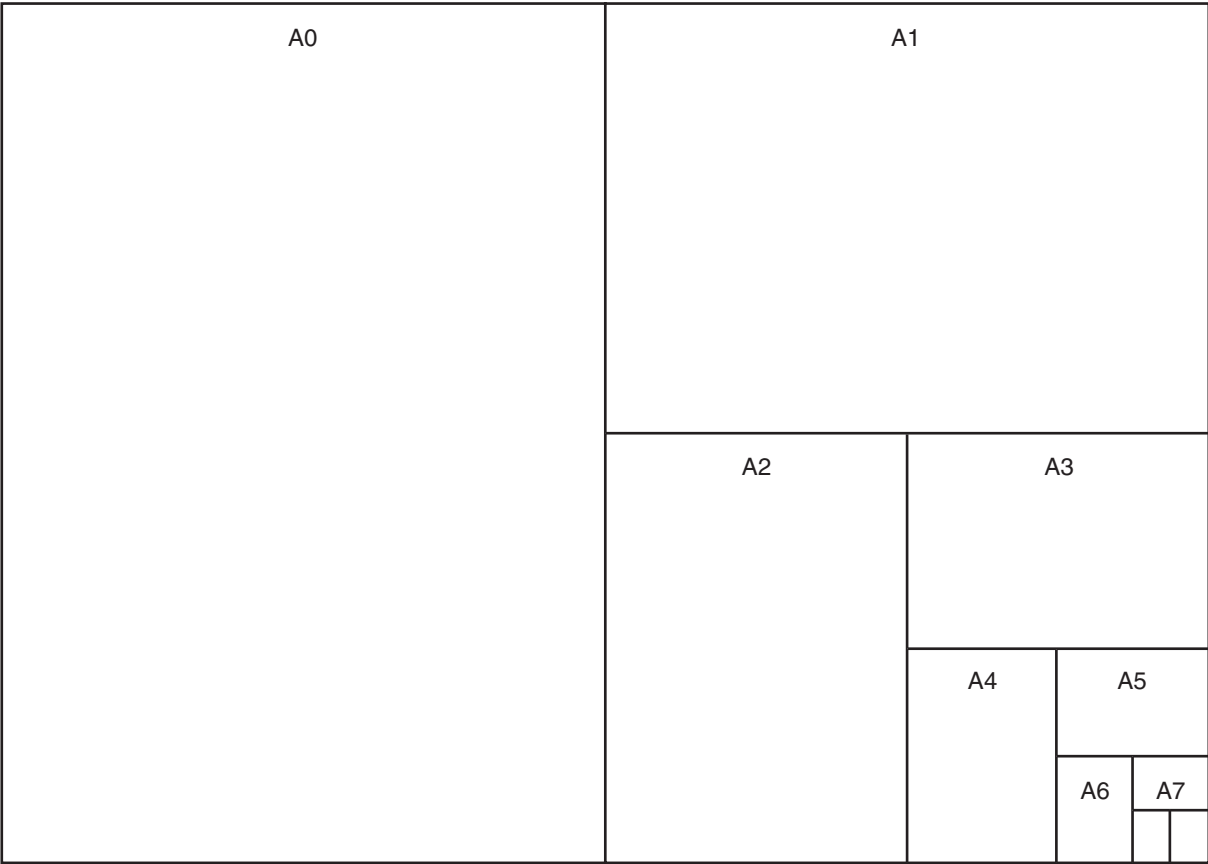


The sizes used for all stationery items are based on the sizes recommended by the International Standards Organisation (ISO). They are based on a sheet size, A0, which is one square metre in area.

The series has been devised so that each format has a width:length relationship 1:2. The rectangular shape, when folded in half on the long side, results in the next size down; an A4 sheet folded becomes A5 etc.

The A and B sheets are in proportion. They are used for stationery and brochures.

The table below shows the relationship between A and B sizes.

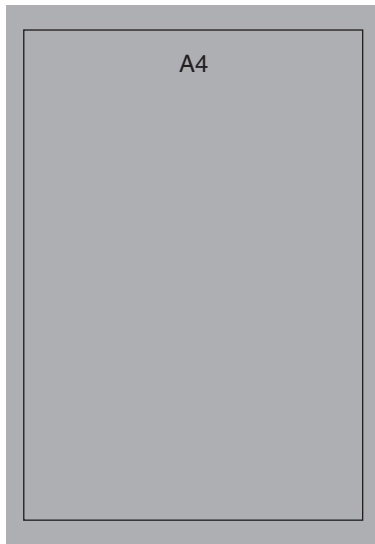


A0	841 x 1189 mm	B0	1000 x 1414 mm
A1	594 x 841 mm	B1	707 x 1000 mm
A2	420 x 594 mm	B2	500 x 707 mm
A3	297 x 420 mm	B3	353 x 500 mm
A4	210 x 297 mm	B4	250 x 353 mm
A5	148 x 210 mm	B5	176 x 250 mm
A6	105 x 148 mm	B6	125 x 176 mm
A7	74 x 105 mm	B7	88 x 125 mm

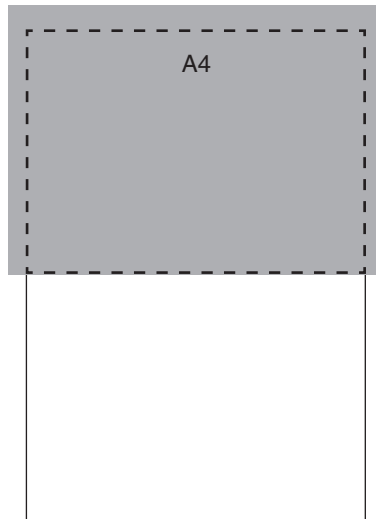
The C sheets are used for envelopes only.

The diagrams show how A sheets correspond with envelopes in C sizes. The table below shows the recommended envelope sizes.

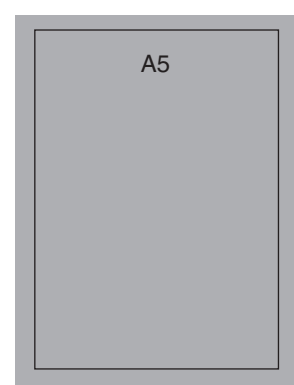
C4



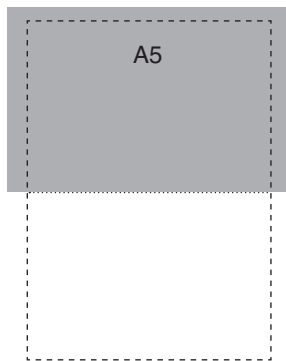
C5



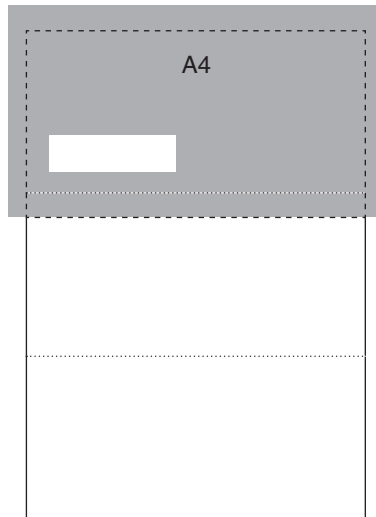
C5



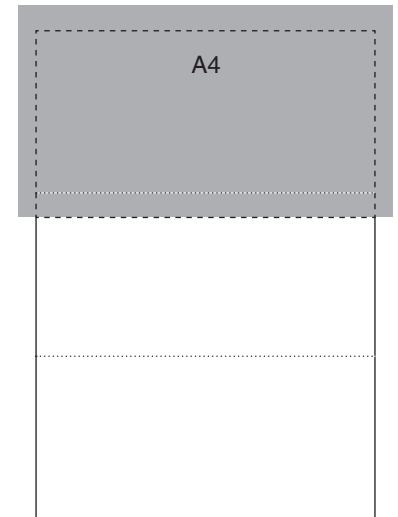
C6



DL (window)



DL



C4	324 x 229 mm
C5	229 x 162 mm
C6	114 x 162 mm
DL	110 x 220 mm

Letterheads are produced by Publications and are available from QUT Printing Services.

The text of the letter should be in 10 or 11 point Helvetica Medium, aligned left, without paragraph indents. Acceptable alternative fonts are:

- Arial
- Times
- Palatino
- Gill Sans

Available Letterheads:

- Executive Letterheads
- Campus Letterheads
- Faculty Letterheads
- University Centre Letterheads
- QUT Bookshop Letterheads
- QUT Library Letterheads
- QUT Foundation Letterheads

Letterheads are produced for approved University Centres and for Schools on request. Personalised letterheads are not permitted below Dean/Head of Division level.

Executive stationery is printed on Edwards Dunlop, Classic Riblaid, Ice White, 100gsm.

Other stationery is printed on 80gsm bond.

Format: A4 297 x 210mm

Typeface: Helvetica

Letterheads are printed in blue (PMS 2955) and grey (PMS 424).



Queensland University of Technology **Kelvin Grove Campus**

Victoria Park Road Kelvin Grove Qld 4059 Australia
Phone 07 3864 2111 Fax 07 3864 3998 www.qut.edu.au

CRICOS No. 00213J ABN 83 791 724 622

Text mark to begin Date
>
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Addressee

— Fold line
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Attention
Re: Subject
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Dear
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Text

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Signatory
Designation
phone/email
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Encl
c



Queensland University of Technology **Gardens Point Campus**

2 George Street GPO Box 2434 Qld 4001 Australia
Phone 07 3864 2111 Fax 07 3864 1510 www.qut.edu.au

CRICOS No. 00213J ABN 83 791 724 622



Queensland University of Technology **Faculty of Science**

2 George Street GPO Box 2434 Qld 4001 Australia
Phone 07 3864 2111 Fax 07 3864 1510 www.qut.edu.au

CRICOS No. 00213J ABN 83 791 724 622



Queensland University of Technology **Alumni**

2 George Street GPO Box 2434 Qld 4001 Australia
Phone 07 3864 2111 Fax 07 3864 1510 www.qut.edu.au

CRICOS No. 00213J ABN 83 791 724 622



Queensland University of Technology **Centre for Built Environment and
Engineering Research**

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Phone 07 3864 2111 Fax 07 3864 1510 www.qut.edu.au

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CRICOS No. 00213J ABN 83 791 724 622

Queensland University of Technology Facsimile Transmission

FROM	TO
Name	Name
Position	Position
Address	Company
Phone	Fax
Fax	No. of pages (inc this page)
	Date

A QUT fax template should be installed on your computer as part of the University's standard operating environment. If you cannot locate it contact the computer support officer for your area or download it from the Publications website at www.pubs.qut.com

Format: A4 297 x 210mm

Typeface: Arial

Text: The text of the fax should be in 12 point Arial.



Queensland University of Technology Memo

CRICOS No. 00213J ABN 83 791 724 622

To

From

Date

Subject

A QUT memo template should be installed on your computer as part of the University's standard operating environment. If you cannot locate it contact the computer support officer for your area or download it from the Publications website at www.pubs.qut.com.

Format: A4 297 x 210mm

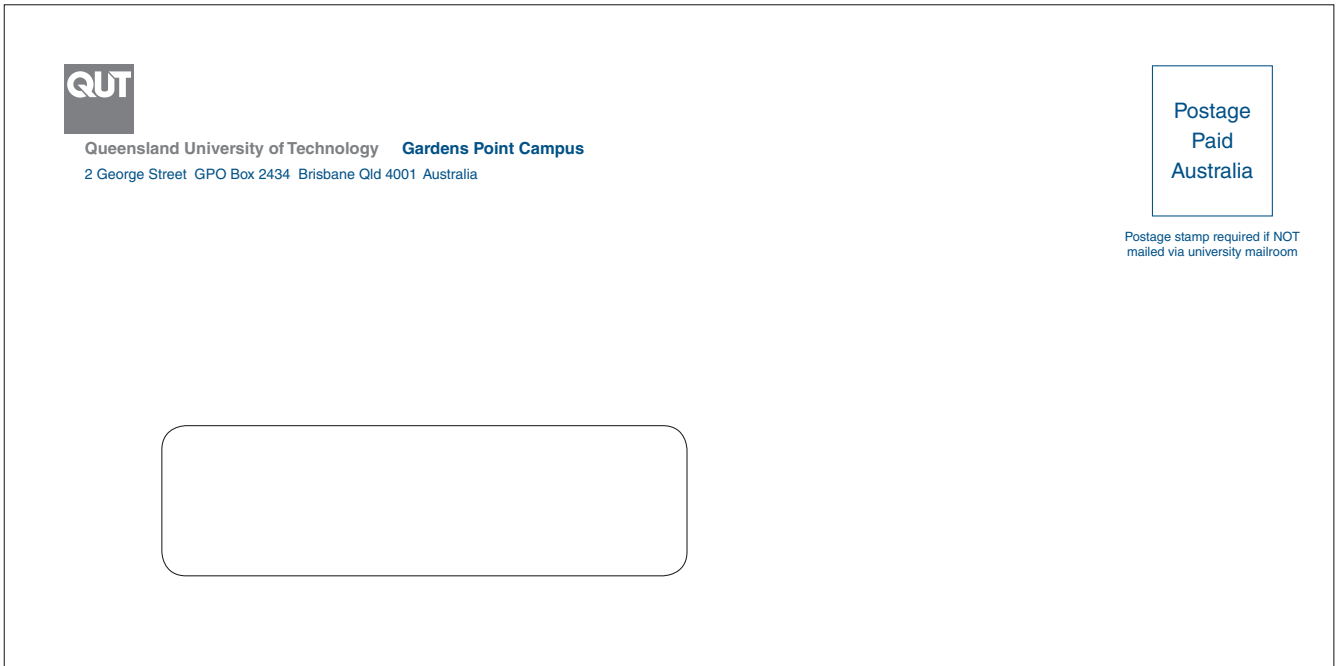
Typeface: Arial

Text: The text of the memo should be in 10 or 11 point Arial.

Format: DL 220 x 110mm

Typeface: Helvetica

The envelope is printed in blue (PMS 2955) and grey (PMS 424).





Postage stamp required if NOT
mailed via university mailroom

Format: B4 353 x 250mm

Typeface: Helvetica

The envelope is printed in blue (PMS 2955) and grey (PMS 424).



Queensland University of Technology **Gardens Point Campus**
2 George Street, GPO Box 2434, Brisbane QLD 4001, Australia

With Compliments slips are produced by Publications and are designed for each campus, for faculties, schools and for approved University centres which require them.

Personalised With Compliments slips are available only for Deans, Heads of Division and above, and are printed on Edwards Dunlop, Classic Riblaid, Ice White, 100gsm.

Format: 100 x 210mm

Typeface: Helvetica

With Compliments slips are printed in blue (PMS 2955) and grey (PMS 424).



Queensland University of Technology **With Compliments**

Victoria Park Road Kelvin Grove Qld 4059 Australia
Phone 07 3864 2111 Fax 07 3864 3998 www.qut.edu.au

CRICOS No. 00213J ABN 83 791 724 622



Business Cards are produced by Publications and can be adapted to include any information required, provided the typography style is maintained. Business cards are ordered through Publications by completing an online business card requisition form at www.pubs.qut.edu.au

Senior executives (Deans/Heads of Divisions and above) may choose to have their business cards printed on Edwards Dunlop, Classic Riblaid, Ice White, 220gsm.

Format: 90 x 55mm

Typeface: Helvetica

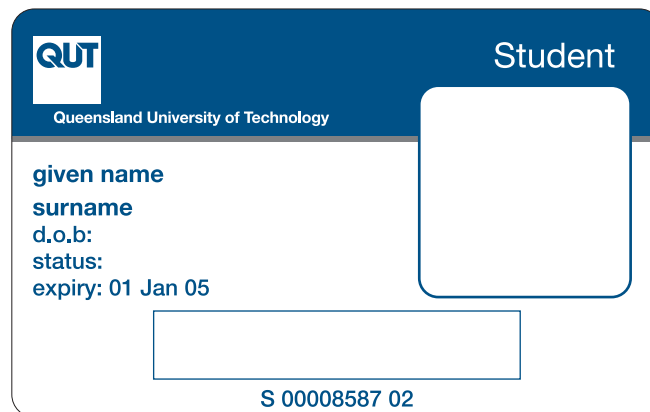
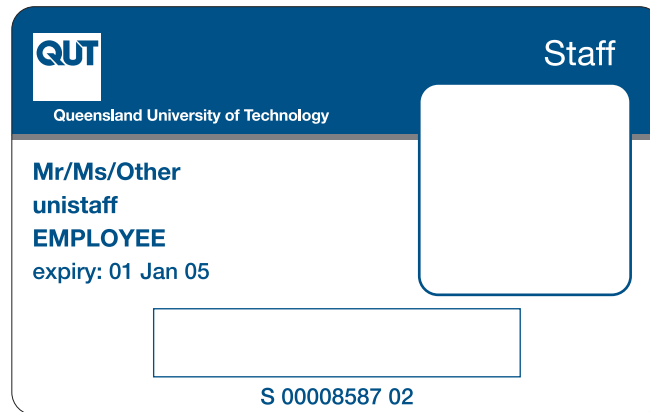
Business cards are printed in blue (PMS 2955) and grey (PMS 424).



The Identity card is used by QUT's students and staff.

Format: 85 x 54mm

The identity card is made from PVC and is printed in blue (PMS 2955) and grey (PMS 424). The cardholder's photo is full colour.



Name badges are worn by QUT staff working on service counters, at information events and at other venues where they need to be easily identified. Badges are made from plastic or metal and may have different types of clip or pin on the back.

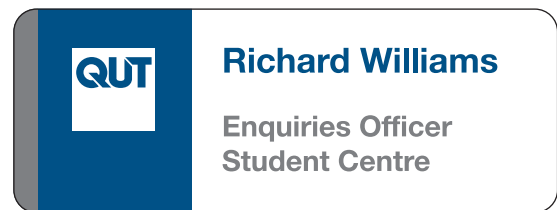
Typeface: Helvetica

Format: The standard badge size is 72mm x 27mm but may be varied as required. Type size may also be varied according to the amount of information on the badge.

The badges are printed in blue (PMS 2955) and white over silver coloured base metal.

Do not order with gold base metal.


Order direct from Precision Badges. Phone 3272 7173.




Headings on all external forms are in Helvetica and should always display the QUT logo prominently.

Approved variations of the QUT logo with the University name may be used on external form headings – see section 4.5.

A selection of styles suitable for external form headings is shown below.

 <p>Queensland University of Technology Admissions Office 130 Victoria Park Road (K Block) Kelvin Grove Qld 4059 Australia Phone: 07 3356 1195 Fax: 07 3864 3984 CRICOS No. 00213J</p>	OFFICE USE ONLY				SAA097
	ID No				<div style="border: 1px solid black; padding: 10px; font-size: 2em; font-weight: bold;">F</div>
	Date Received	Pref	Course	Semester	



FORM TITLE

CRICOS No. 00213J



2 George Street
 GPO Box 2434 Qld 4001 Australia
 Phone 07 3864 2111 International +61 7 3864 2111
 CRICOS No. 00213J

FORM TITLE

The report cover is for use on bound documents and proposals and is available through QUT Printing Services.

Format: A4 210 x 297mm

Typeface: Helvetica

The report cover is printed in blue (PMS 2955) and silver (PMS 877). Matching back covers are also available.



The invitation is produced by Publications and can be adapted to include any information required.

Format: 100 x 210mm

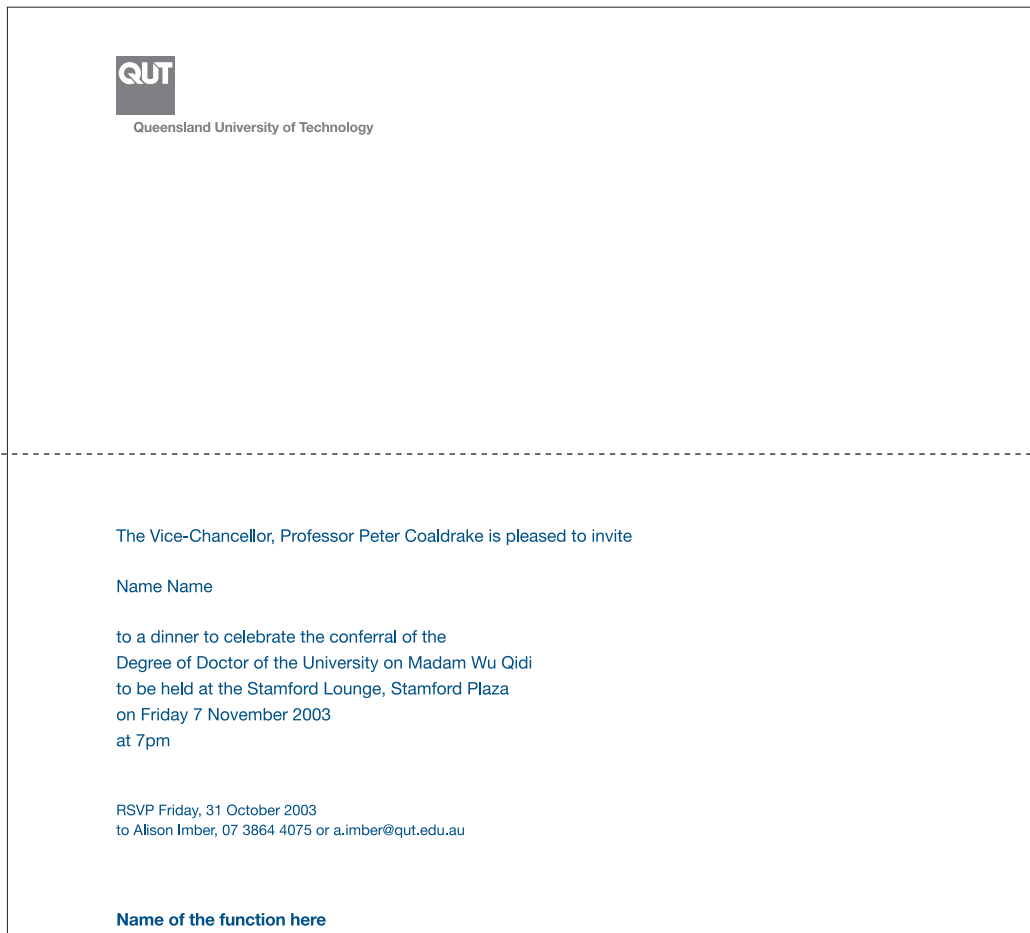
Typeface: Helvetica

The invitation front is printed in blue (PMS 2955) and silver (PMS 877). It is printed on a laser friendly paper and the text on the inside may be printed in PMS 2955 or black. Names may be inserted by laser printer or calligraphy if desired.

Invitation front



Invitation inside



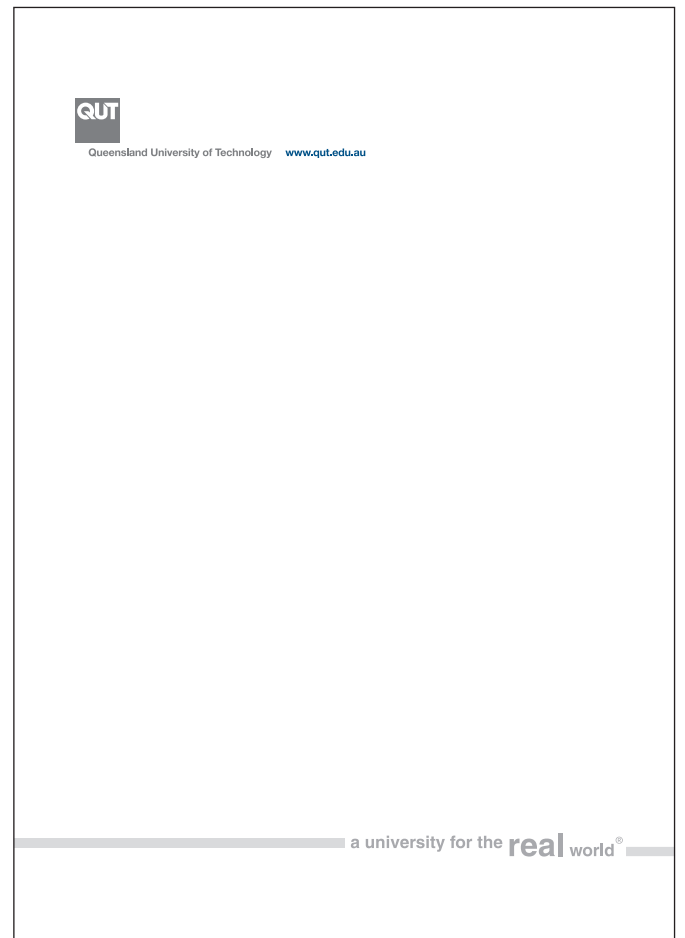
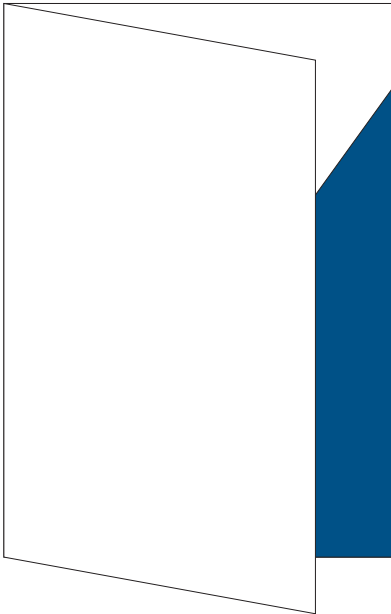
A standard QUT folder is produced.

Format: 218 x 310mm (folded)

Typeface: Helvetica

The folder is printed in blue (PMS 2955) and silver (PMS 877) on Edwards Dunlop Brilliant 300gsm.

Folded view showing pocket
on the inside



A standard QUT Powerpoint template should be installed on your computer as part of the University's standard operating environment. If you cannot locate it contact the computer support officer for your area or download it from the Publications website at www.pubs.qut.com

The template should be used for presentations to external audiences but its use is not compulsory for internal or academic presentations.

