

Section 5

Stationery and forms



Umicore is co-founder for the zero emission polar station Princess Elizabeth.

Stationery and forms

Stationery is one of the most important applications of the Umicore identity. It is the way we present ourselves every day in correspondance, through printed applications (such as letterheads, business cards, envelopes etc.) and electronic applications (such as contents of letters, facsimiles, meeting notes, etc.).

Inconsistent or poorly printed stationery does not project a professional image of Umicore. Follow this section to ensure that across the whole range of stationery, the key elements of the Umicore identity are used to the greatest effect.

Pre-printed specifications

These specifications ensure all artwork for printers is consistent.

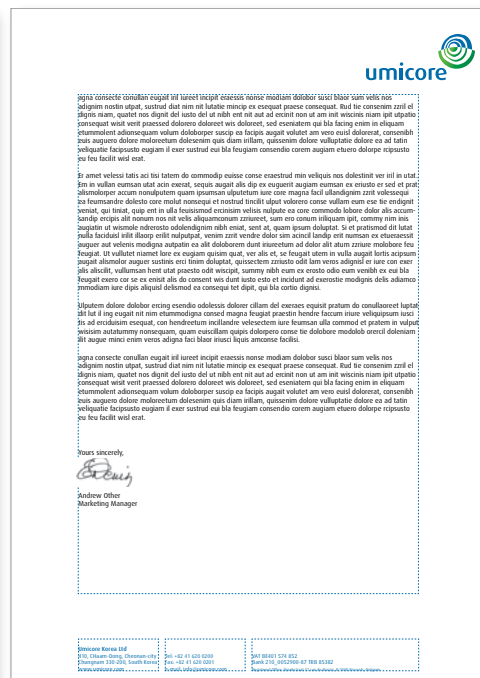
Electronic specifications

These specifications ensure all PC templates are consistent.



Letterheads

As a global company, we need to accommodate the need for many different types of letterheads. This page gives basic artwork instructions for all types of letterheads.



Standard

The standard letterhead will be the most commonly used of these examples.

Continuation template

The continuation template is available to follow all the letterhead examples. The Umicore marque, template size and position are the same as the standard letterhead.

Business unit

The business unit letterheads follow the same template as the standard letterhead. However the specific business unit marque replaces the Umicore marque.

! Only used on personalised letterheads. Preprinted specifications: 9.5pt/9pt Dax Medium, 7/9pt Dax Regular, prints Umicore Blue.

! Please note that typography coding like: Dax Regular 7/8 pt means: 7pt font size with 8 pt leading/spacing.

48

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Andrew Other
Job title



32

! Umicore marque or business unit marques are placed here.

1

01 January 2008

X
Mr. Jack Roberts
Future Co.
32 High Street
Newton

x

x

x

Ref number 452 636956 C

Subject Heading

x

x

Dear Mr. Roberts

x

This is dummy text. It is intended to be read but have no meaning. As a simulation of actual copy, using ordinary words with letter frequencies. It cannot deceive the eye or brain. This is dummy text. It is intended to be read but have no meaning.

As a simulation of actual copy, using ordinary words with letter frequencies. It cannot deceive the eye or brain.

x

This is dummy text. It is intended to be read but have no meaning. As a simulation of actual copy, using ordinary words with letter frequencies. It cannot deceive the eye or brain. This is dummy text. It is intended to be read but have no meaning. As a simulation of actual copy, using ordinary words with letter frequencies. It cannot deceive the eye or brain.>

x

This is dummy text. It is intended to be read but have no meaning. As a simulation of actual copy, using ordinary words with letter frequencies. It cannot deceive the eye or brain. This is dummy text. It is intended to be read but have no meaning. As a simulation of actual copy, using ordinary words with letter frequencies. It cannot deceive the eye or brain.

Yours sincerely

Andrew Other
Job title

2

Umicore Korea Ltd
410, CHaam-Dong, Cheonan-city,
Chungnam 330-200, South Korea,
www.UMICORE.COM

3

Tel: +82 41 620 0200
Fax: +82 41 620 0201
e-mail: info@UMICORE.COM

4

VAT BE401 574 852
Bank 210-0052900-87 TRB 85382
Registered Office: Broekstraat 31,rue du Marais, R-1000 Brussels, Belgium.

! Fold line prints Umicore Blue.

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163

16

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35,25

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35,25

3

73,50

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Colours

Umicore Blue and Umicore Green

This uses the 2 colour version of the marque. Please refer to page 3.2 for acceptable spot colour standards.

Electronic specifications

- 1 Body copy: Arial 11/14pt
Subject heading: Arial Bold 11/14pt
Range left, prints black.

Pre-printed specifications

Format: 210 x 297mm

- 2 Departments of subsidiaries of Umicore (where appropriate): Dax Medium/Regular 7.5/8pt
Postal and web address: Dax Regular 7/8pt (group of numbers 6.75/8pt).
Range bottom left, prints Umicore Blue.
- 3 Company or personal telephone, fax and e-mail: Dax Regular 7/8pt (group of numbers 6.75/8pt)
Range bottom left, prints Umicore Blue.

- 4 VAT or Bank references: Dax Regular 7/8pt (group of numbers 6.75/8pt)
Registered office address: Dax Regular 5/8pt
Range bottom left, prints Umicore Blue.

Stock recommendation

Opale Premiere Pure White 100 g/m².

Fully recycled stocks may be used instead of Munken Lynx. See page 3.15 on recommended stocks.

Business card

Colours

Front: Umicore Blue and Umicore Green
 Back: White or 2nd language, **never** a coloured background or slogans.

This uses the 2-colour and single colour version of the marque. Please refer to page 3.2 for acceptable spot colour standards.

Pre-printed specifications

Format: 90 x 60mm

- 1 Name: Dax Medium 9.5/11pt
 Job title: Dax Regular 7/8.5pt
 Range top left, prints Umicore Blue
- 2 Departments or subsidiaries of Umicore (where appropriate): Dax Medium 7/8.5pt
 Company details: Dax Regular 7/8pt (groups of numbers 6.75/8pt)
 Range bottom left, prints Umicore Blue

Stock recommendation

Opale Premier 250g/m² Pure White

Fully recycled stocks may be used instead of Munken Lynx. See page 3.15 on recommended stocks.



Personalised

A personal letterhead has been created for use by executives only. This allows for a name and title details at the top of the letterhead, and extra personal contact details at the bottom.

PC Template

We have created our own unique electronic Word® template for letterheads for maximum efficiency and flexibility, to allow you to communicate a clear and consistent brand, both internally and externally.

The Word® templates can be installed from the Group Intranet (CommunicationNet).

The template gives the option to customize the contact and legal information at the bottom of the letterhead and to print from your PC. As this text is set in Arial and not Dax, it can be used on all personal computers. The position of the Umicore marque and details at the bottom have been adjusted slightly so they are within the normal laser printing area.

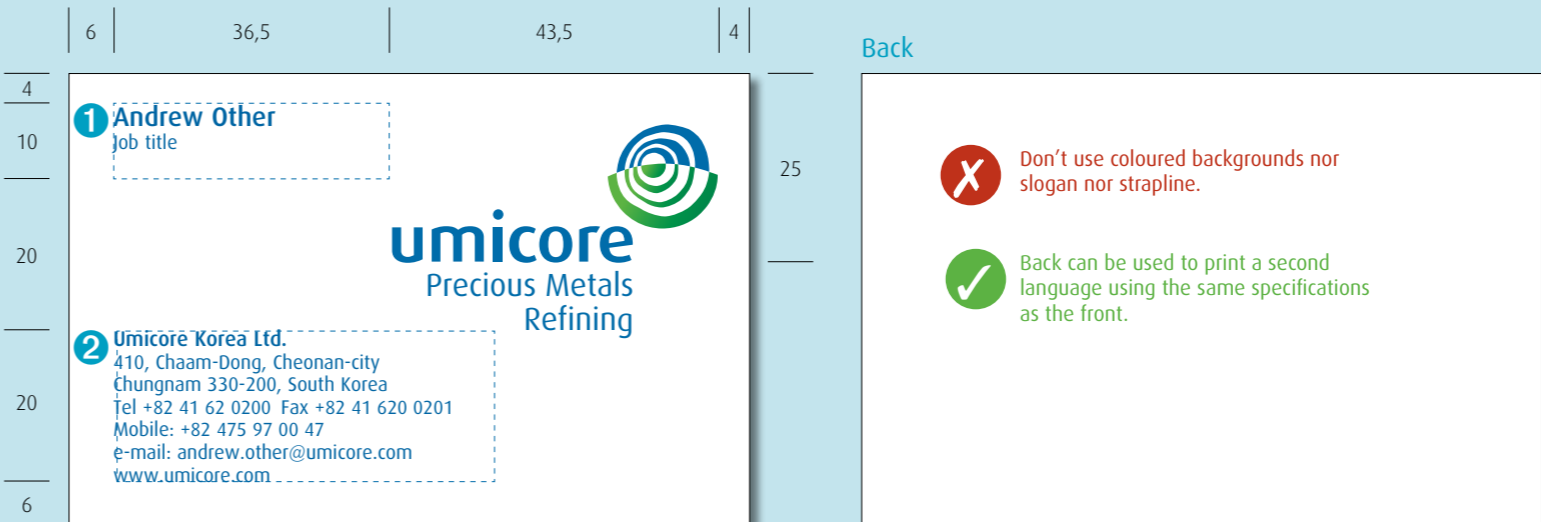
Front



! Please note that typography coding like: Dax Regular 7/8 pt means: 7pt font size with 8 pt leading/spacing.

! Umicore marque or business marques are placed here.

Back



✗ Don't use coloured backgrounds nor slogan nor strapline.

✓ Back can be used to print a second language using the same specifications as the front.

Compliment slip

Colours

Umicore Blue and Umicore Green

This uses the 2-colour and single colour version of the marque. Please refer to page 3.2 for acceptable spot colour standards.

Pre-printed specifications

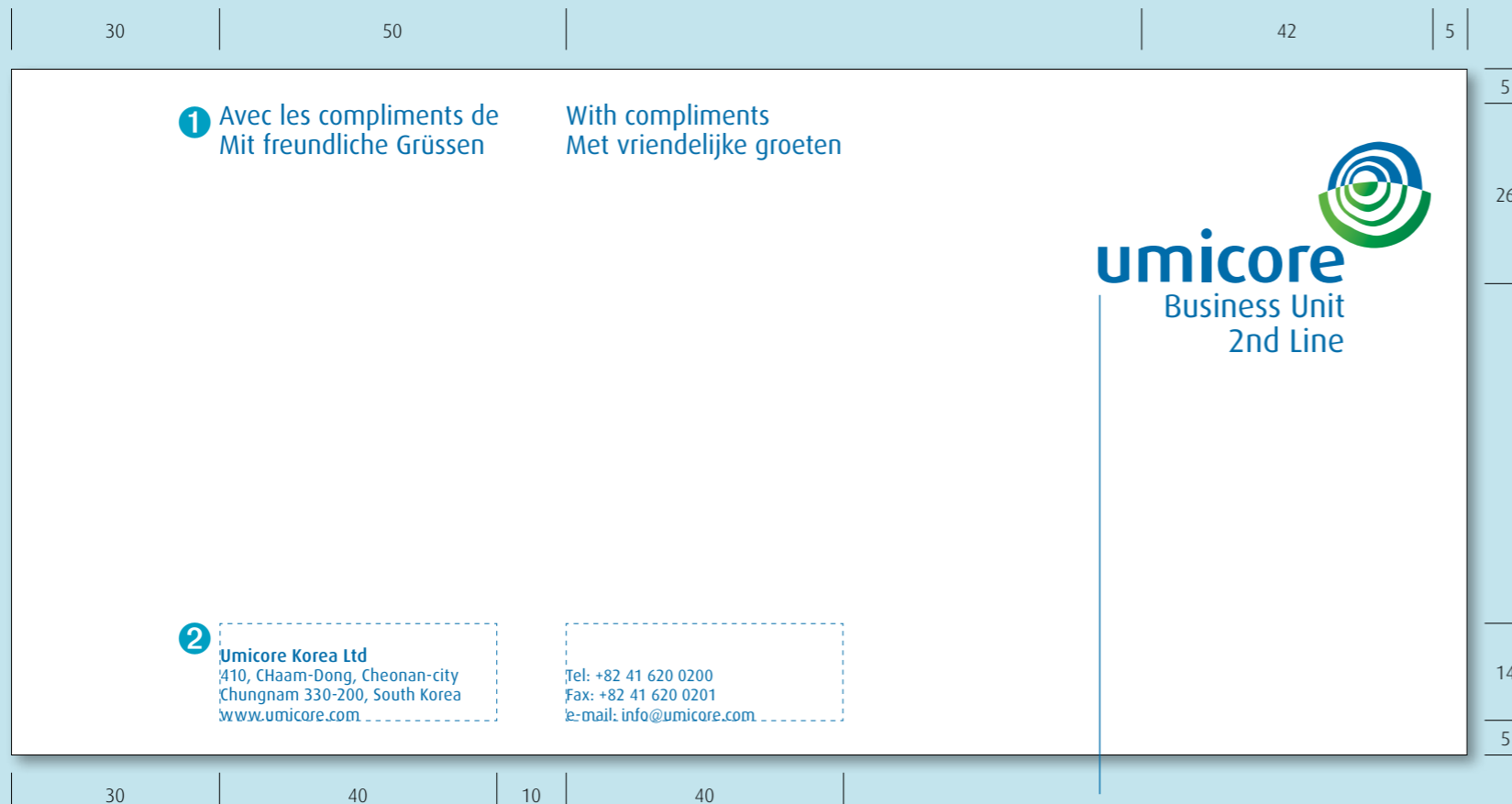
Format: 210 x 100 mm

- 1 'With compliments': Dax Regular 11/12pt
Range top left, prints Umicore Blue
- 2 Departments or subsidiaries of Umicore (where appropriate): Dax Medium 7.5/8pt
Company details: Dax Regular 7/8pt (groups of numbers 6.75/8pt)
Range bottom left, prints Umicore Blue

Stock recommendation

Opale Premier 100g/m² Pure White

Fully recycled stocks may be used instead of Munken Lynx. See page 3.15 on recommended stocks.



! Umicore marque or business unit marques are placed here.


Facsimile template



Facsimile

We have created our own unique electronic Word® template for facsimiles for maximum efficiency and flexibility, to allow you to communicate a clear and consistent brand, both internally and externally.

The Word® templates can be downloaded from the Group Intranet (CommunicationNet).



umicore
Business Unit
2nd Line

1

Fax

<p>To: Mr. Jack Roberts Company: NewCo Fax No: +32 123 456 78 Date: 23 Februari 2008</p>	<p>From: Andrew Other Phone: +32 123 456 78 Fax No: +32 123 456 78 Page: 1 of 1</p>
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Subject of fax

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Andrew Other
Marketing Manager

<p>2</p> <p>Umicore Korea Ltd 410, CHaam-Dong, Cheonan-city Chungnam 330-200, South Korea www.umicore.com</p>	<p>3</p> <p>Tel: +82 41 620 0200 Fax: +82 41 620 0201 e-mail: info@umicore.com</p>	<p>4</p> <p>VAT BE401 574 852 Bank 210-0052900-87 TRB 85382 Registered Office: Broekstraat 31, rue du Marais, B-1000 Brussels, Belgium</p>
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! Umicore
marque or
business unit
marques are
placed here.

Pre-printed specifications

- 1** Format: 210 x 297mm
'Fax': Arial Bold 16/14pt
'To': Arial Bold 11/14pt
Body copy: Arial Regular 11/14pt
Range top left, laser prints black
- 2** Departments of subsidiaries of Umicore
(where appropriate): Arial Bold 7.5/8pt
Postal and web address: Arial Regular 7/8pt
(groups of numbers 6.75/8pt)
Range bottom left, laser prints black
- 3** Company telephone, fax and e-mail:
Arial Regular 7/8pt
(groups of numbers 6.75/8pt)
Range bottom left, laser prints black
- 4** VAT and Bank references: Arial Regular 7/8pt
(groups of numbers 6.75/8pt)
Registered office address: Arial Regular 5/8pt
Range bottom left, laser prints black

Stock specifications

Opale Premier 100 g/m² Pure White

Fully recycled stocks may be used
instead of Munken Lynx. See page 3.15
on recommended stocks.



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Meeting notes

Meeting: Future Co
Cc: Head Office
Created: 24 February 2008
Subject: Corporate Guidelines

Date: 23 February 2008
Time: 11:00am

Page: 1 of 1

Participants: Andrew Other, Brian Next, Vicky Summer

Circulation: Andrew Other, Brian Next, Vicky Summer

Subject	Responsibility	Due date
Look & feel	RVL-CL	30.04.08
Technical development	BR-CL-TH	30.09.08

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Umicore Korea Ltd
 410, CHaam-Dong, Cheonan-city
 Chungnam 330-200, South Korea
 www.umicore.com

3

Tel: +82 41 620 0200
 Fax: +82 41 620 0201
 e-mail: info@umicore.com

4

VAT BE401 574 852
 Bank 210-0052900-87 TRB 85382
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32

!

Umicore
 marque or
 business unit
 marques are
 placed here.

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222

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35.25

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35.25

3

73.5

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Pre-printed specifications

- Format: 210 x 297mm
 'Meeting notes': Arial Bold 16/14pt
 'Meeting': Arial Bold 11/14pt
 'Item': Arial Bold 10/14pt
 Body copy: Arial Regular 11/14pt
 Text block range top left, laser prints black
- Departments of subsidiaries of Umicore (where appropriate): Arial Bold 7.5/8pt
 Postal and web address: Arial Regular 7/8pt (groups of numbers 6.75/8pt)
 Range bottom left, laser prints black

- Company telephone, fax and e-mail:
 Arial Regular 7/8pt
 (groups of numbers 6.75/8pt)
 Range bottom left, laser prints black
- VAT and Bank references: Arial Regular 7/8pt
 (groups of numbers 6.75/8pt)
 Registered office address: Arial Regular 5/8pt
 Range bottom left, laser prints black

Stock specifications

Opale Premier 100 g/m² Pure White

Fully recycled stocks may be used instead of Munken Lynx. See page 3.15 on recommended stocks.

Meeting note template

Notepaper and stickers

Colours

Umicore Blue and Umicore Green

This uses the 2 and 1 colour version of the marq. Please refer to page 3.2 for acceptable spot colour standards.

Pre-printed specifications

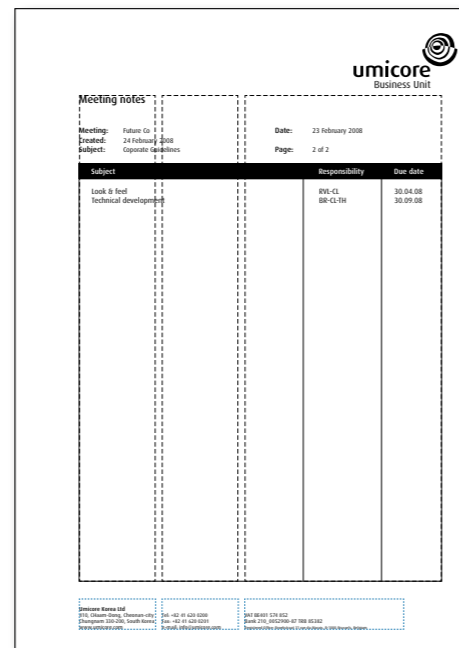
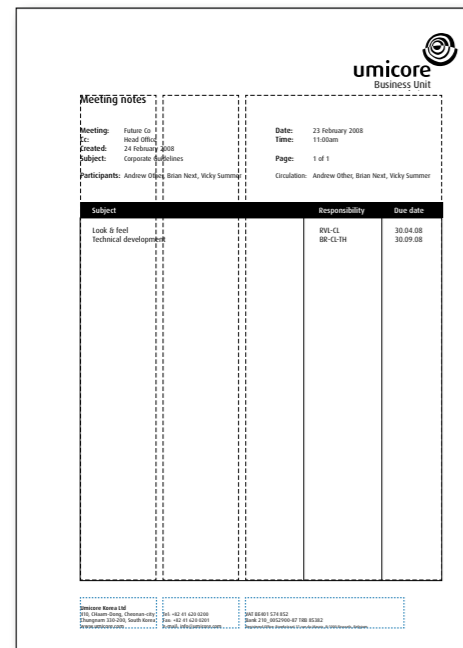
- 1 Notepad format: 148.5 x 210mm
- Sticker format: 75 x 50mm

Departments or subsidiaries of Umicore (where appropriate): Dax Medium 7.5/8pt
Postal and telephone address: Dax Regular 7/8pt (groups of numbers 6.75/8pt)
Text block range bottom left, prints Umicore Blue

Stock recommendation

Notepad: Opale Premier 100 g/m² Pure White
Sticker: Match Opale Premier Pure White

Fully recycled stocks may be used instead of Munken Lynx. See page 3.15 on recommended stocks.



First page

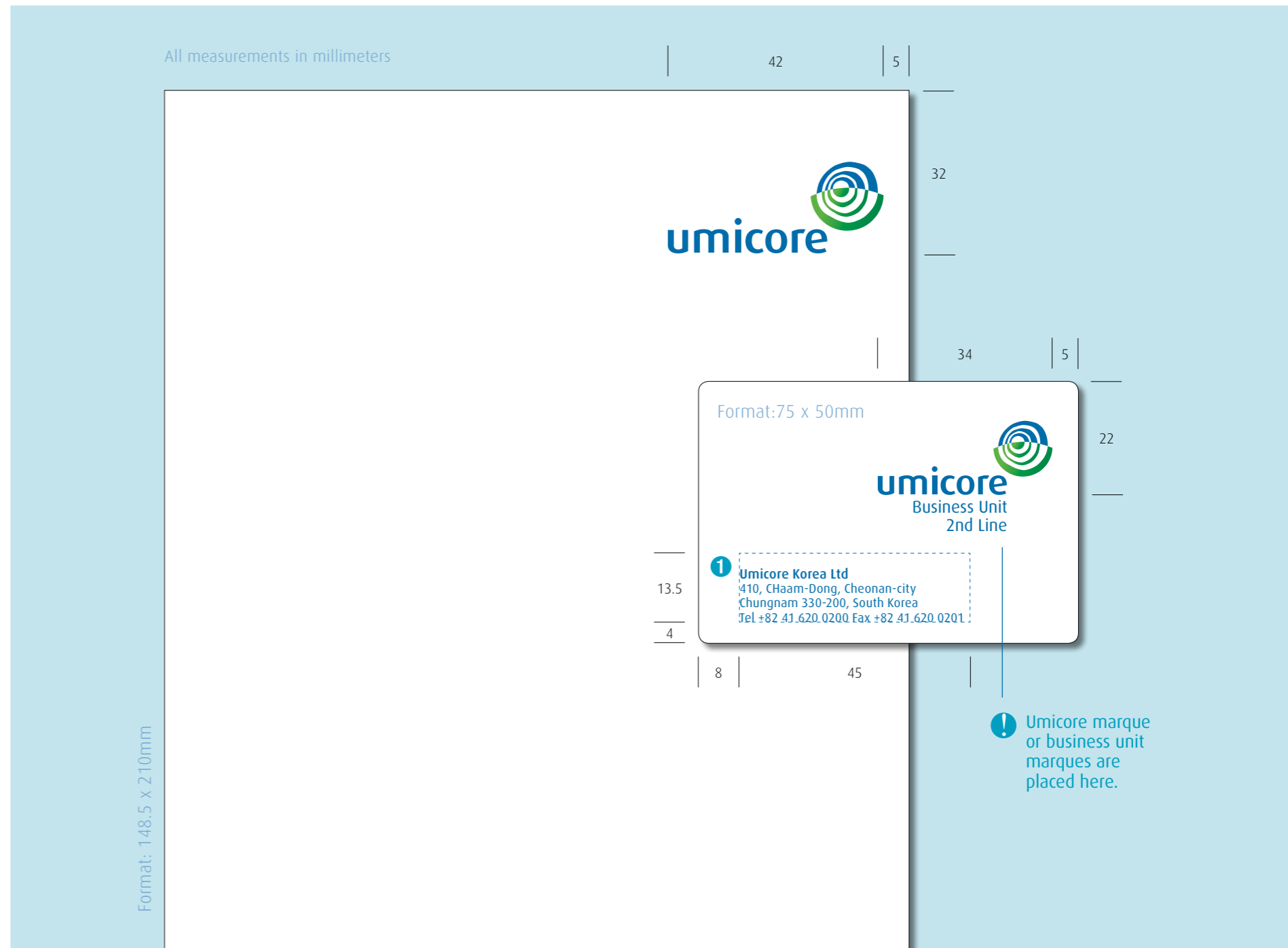
We have created our own unique electronic Word® templates for meeting notes. These templates have been created for maximum efficiency and flexibility, to allow you to communicate a clear and consistent brand, both internally and externally.

The Word® templates can be downloaded from the Group Intranet (CommunicationNet).

The first page of the meeting note template has all the filing information at the top of the page, and contact details at the bottom.

Meeting notes continuation page

Based on the same template as the first page, the table moves up to allow more copy.



Format: 148.5 x 210mm

! Umicore marq or business unit marqes are placed here.

Labels

Colours

Umicore Blue and Umicore Green

This uses the 2 colour version of the marque. Please refer to page 3.2 for acceptable spot colour standards.

Pre-printed specifications

Format: 148.5 x 105mm

- 1 Departments or subsidiaries of Umicore (where appropriate): Dax Medium 7.5/8pt
Postal and telephone address: Dax Regular 7/8pt (groups of numbers 6.75/8pt)
Range top left, prints Umicore Blue

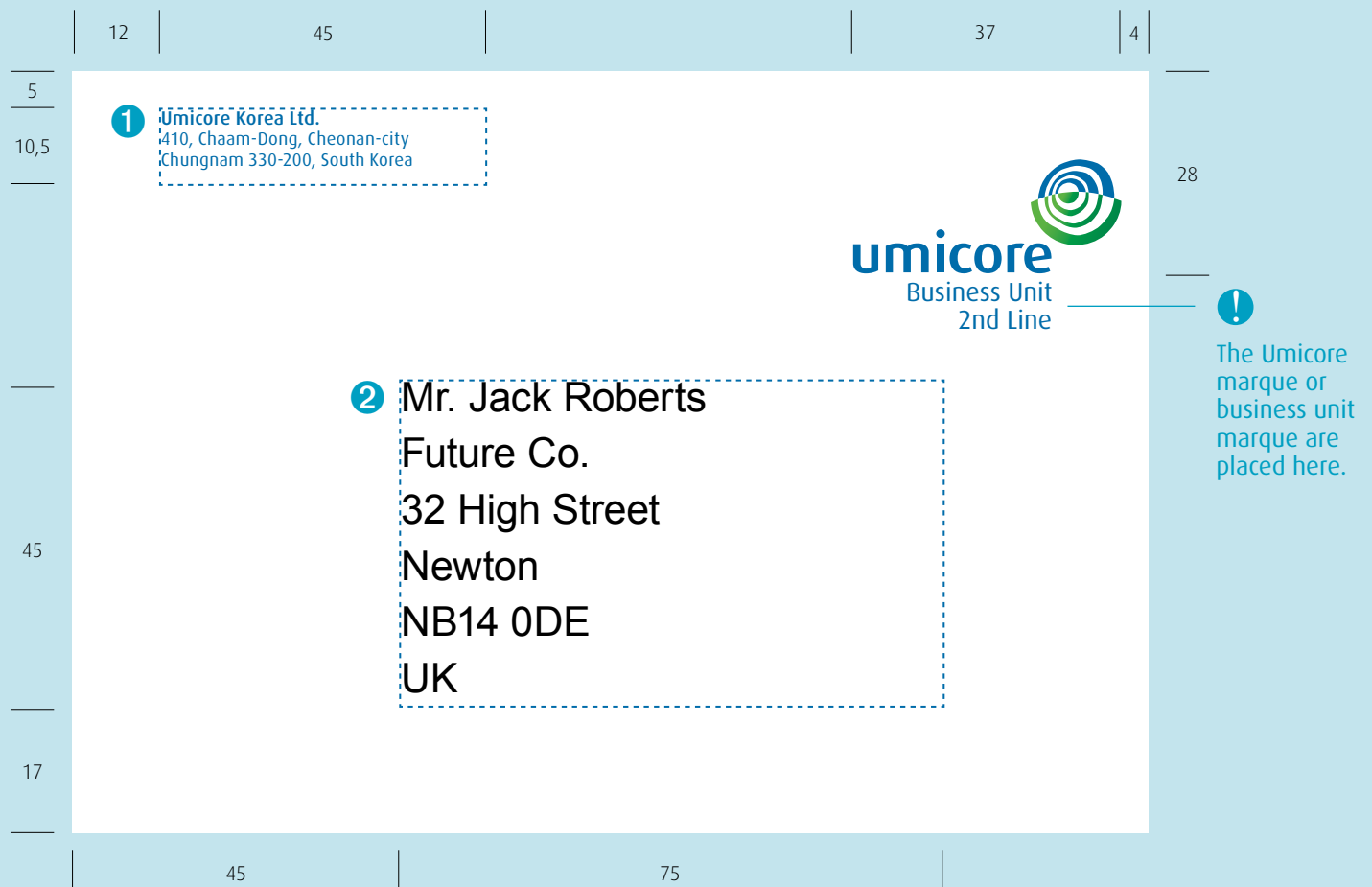
Electronic specifications

- 2 Address block: Arial Regular 14/16pt
Range top left, laser prints black

Stock recommendation

Match Opale Premier Pure White

Fully recycled stocks may be used instead of Munken Lynx. See page 3.15 on recommended stocks.



Envelopes

Colours

Umicore Blue and Umicore Green

This uses the 2 colour version of the marque. Please refer to page 3.2 for acceptable spot colour standards.

Pre-printed specifications

Format: 229 x 115mm

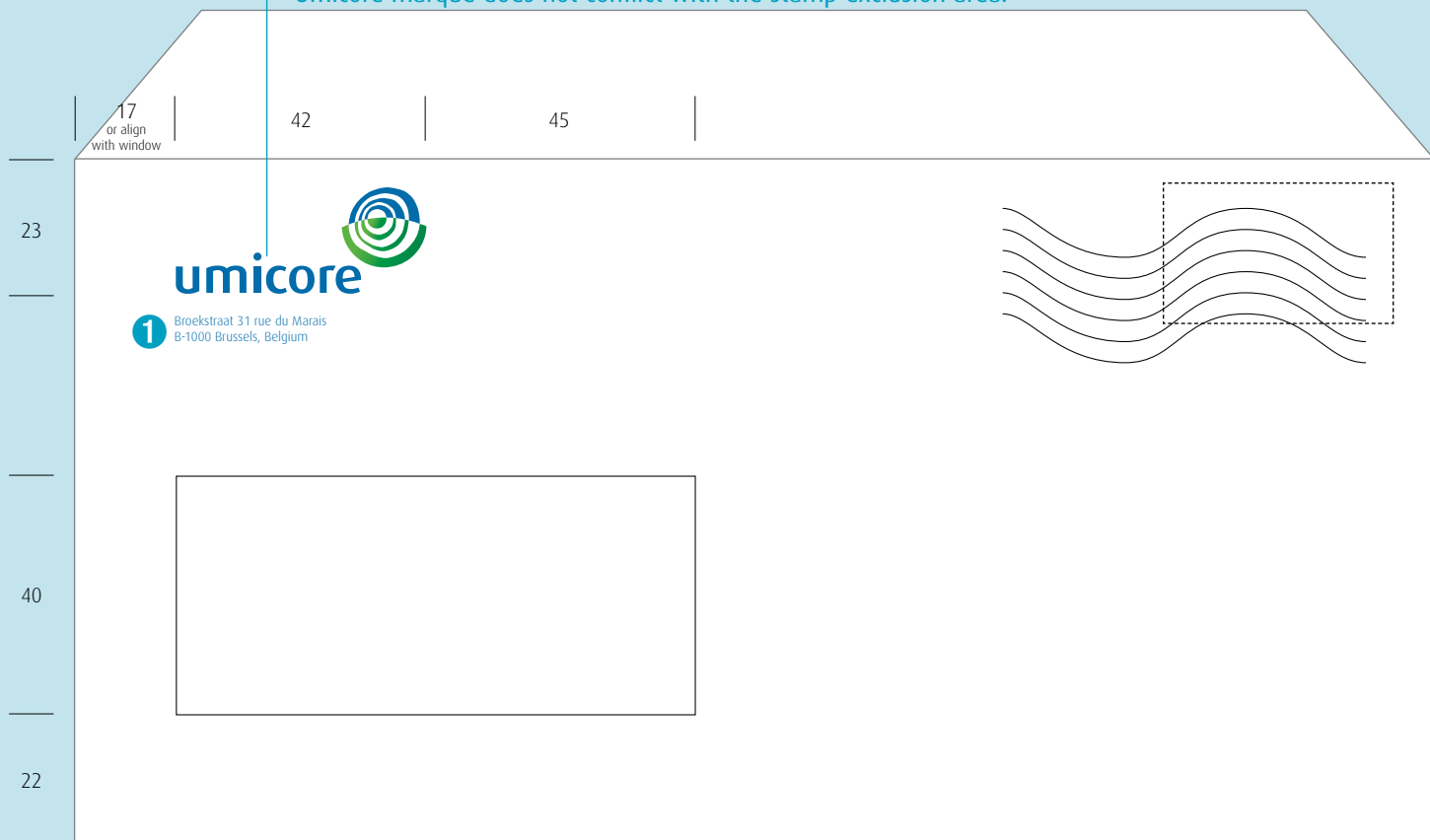
- 1 Postal address: Dax Regular 7/8pt (groups of numbers 6.75/8pt)
Range bottom left, prints Umicore Blue

Stock recommendation

80-100g/m² Offset White, Pure White

Fully recycled stocks may be used instead of Munken Lynx. See page 3.15 on recommended stocks.

- 1 The business unit marque should not be used on envelopes. The measurements shown below are based on Belgian stationery sizes. Please check with your local post authority that the position of the Umicore marque does not conflict with the stamp exclusion area.



Example of window envelope

Format: 229 x 115mm
(80% of original size)

Envelopes

Colours

A: Umicore Blue and Umicore Green
B: Black

This uses the 2 and 1 colour version of the marque.
Please refer to page 3.2 for acceptable spot colour standards.

Pre-printed specifications

A: Format: 310 x 240mm
B: Format: 265 x 175mm

- 1 Postal address: Dax Regular 9.5/10.5pt (groups of numbers 9.25/10.5pt)
Range bottom left, prints Umicore Blue
- 2 Postal address: Dax Regular 7/8pt (groups of numbers 6.75/8pt)
Range bottom left, prints black

Stock recommendation

A: 80-100g/m² Offset Pure White
B: Standard brown envelope stock

Fully recycled stocks may be used instead of Munken Lynx.
See page 3.15 on recommended stocks.

! The business unit marque should not be used on envelopes. The measurements shown below are based on Belgian stationery sizes. Please check with your local post authority that the position of the Umicore marque does not conflict with the stamp exclusion area.

