
CONTENTS

BRAND IDENTITY	5
Brand voice & Tone of voice	6
Effective communication is crucial	7
VISUAL IDENTITY	8
Logo	8
Colour	17
Typography	24
Icons	26
Programme logos	27
REAL ESTATE	28
House style manual	28
Customer Guiding System	29
Partnership signage	43
EV-charging points manual	48
Mobility Hub signage manual	55
A1 frames	87
STATIONARY	89
Digital stationary	89
Printed stationary	91
COMMUNICATIONS	96
Guidelines	96
Conventions for visuals and the logo	106
Tone of voice and Writing guidelines	107
Corporate English style guide	114
Tools	121
Q-Park terminology	123
Marketing Communications Code	139
Tone of voice	140
PR	141
Press / Media protocol	141
Guidelines	143
PHOTOGRAPHY	147
APPENDICES	166

STATIONARY

DIGITAL STATIONARY

Always use the Q-Park templates when creating documents in Word, Excel and PowerPoint. These contain all the Brand Identity elements described elsewhere in the Q-Park Brand Identity.

Content Management Systems

The Q-Park websites are populated and maintained using proprietary Content Management Systems (CMSs). The Q-Park house style has been programmed into the websites through the CSM style sheets (CSSs).

- I Sitecore for country websites.
- I Tangelo for corporate websites; financial and non-financial.

Visuals used on the Q-Park websites must conform to the guidelines for photos, visuals and icons.

Microsoft Office

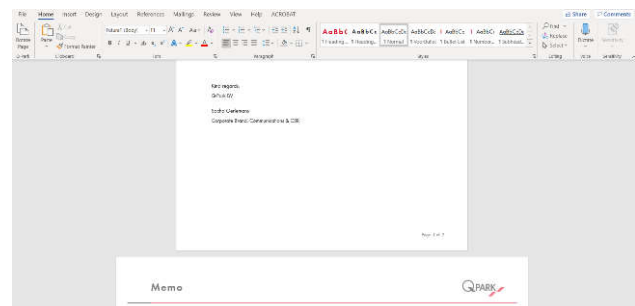
All Q-Park digital stationary is available to you by means of MS Office templates. When you create a new document, select one of the templates from the templates library.

- I To create your document in Q-Park house style, simply use the styles, heading and paragraph definitions available to you.
- I When inserting visuals, follow the guidelines for photos, visuals and icons.

Word

Always start a new document using one of the Q-Park Word templates. Your document will automatically have the Q-Park colours available for headings and tables.

NEW; the word templates have a 'Rotate Page' option, allowing you to use portrait and landscape pages in a document.



Rotate Page option - top left in the ribbon

Excel

Always start a new workbook using the Q-Park Excel template. Your spreadsheet will automatically have the Q-Park colours available for graphs and charts.

Bar charts are the preferred form for representing data series. Black and grey scale are preferred for series. Only use shades of red if absolutely necessary.