

BRAND IDENTITY



PRINTED STATIONARY

Logo positioning

The page margins are defined in terms of Q. Q is defined as the size of the capital Q in the Q-Park logo. Whatever the size or orientation of the paper, portrait or landscape, the margins are as follows:

- | Left margin: 3xQ
- | Right and top margin: 2xQ
- | Bottom margin: 4xQ
- | The horizontal red line is placed at 3xQ from the bottom of the page;
- | This space is reserved for certificate logos and references, if relevant.

The remaining width between the left and right margins is divided into 3 equal parts known as y. Y defines the width and therefore height of the Q-Park logo with payoff.



The Q-Park logo, with or without payoff or add-on, is always placed flush to the right-hand margin.

Letterhead

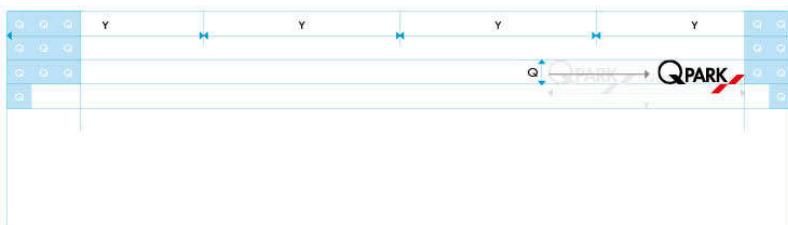
Q-Park letterhead paper may be pre-printed or created digitally in MS Word.

When working in MS Word, select the letter template from the template library.

Figure 68: Pre-printed stationary grid (A4 portrait)



Figure 69: Pre-printed stationary grid (A4 landscape)



Letterhead layout principles

The master logo in black and red is placed in the upper right-hand corner. The company's legal name and address, postal code and town, telephone number, fax number, internet, e-mail address, bank and account number and VAT number are placed below the logo. This information is aligned to the left of the logo.

In the lower right-hand corner, under the horizontal red line, logos indicating ISO certificates or EPA and/or ESPA awards may be positioned. A paper code may be printed in the lower left-hand corner.

Paper quality (when pre-printed)

Distinction Elegance, 90 gr/m², with watermark
Size A4 (210 x 297 mm)

Typefaces used

Company name: Futura T Demi 9/auto

Address & company info: Futura T 9/auto

Plain text: Futura T 11 pt, line spacing 1.5

Red line

A red line is used to separate the body text from the logos and any other information in the footer of the page. This line is Q-Park red, spans the page between the margins, and is 0.7 pt thick.

Download Adobe Indesign letterhead and continuation sheet templates for printing

If *Futura T* is not available on the computer, *Arial* may be used for plain text. If *Arial* is used for plain text typeface 10 pt should be used.

Figure 70: A4 letterhead grid

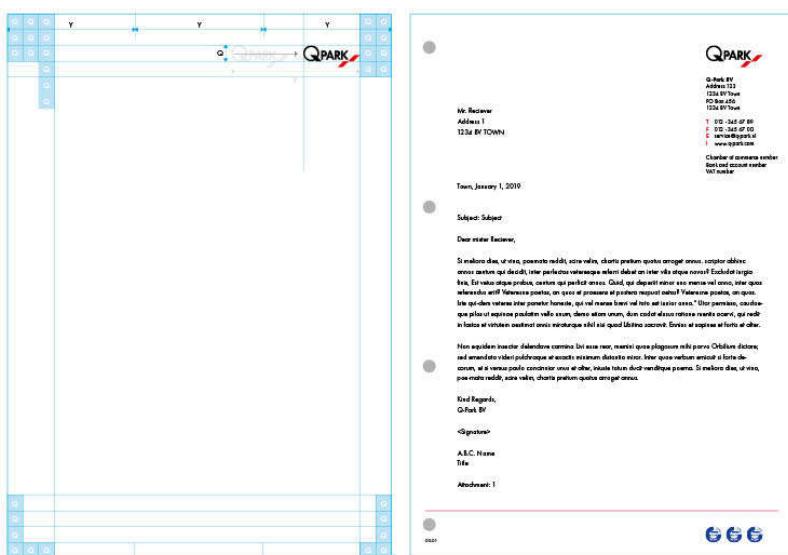


Figure 71: A4 continuation sheet grid

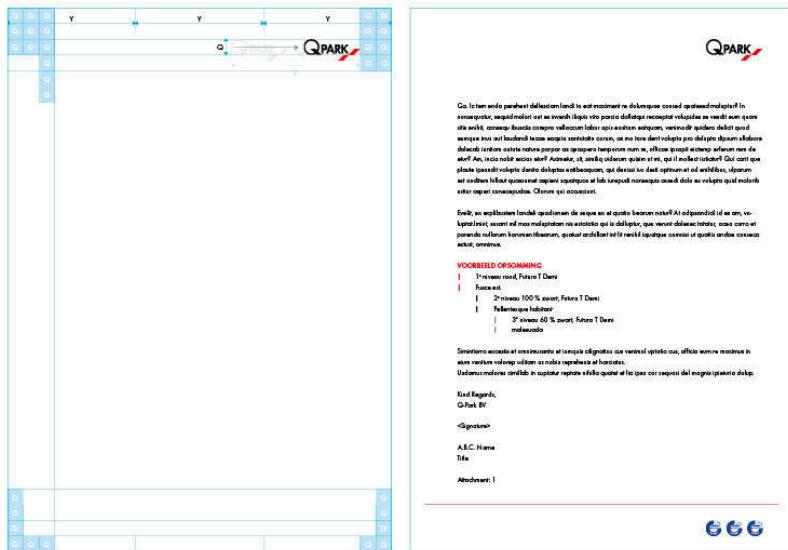
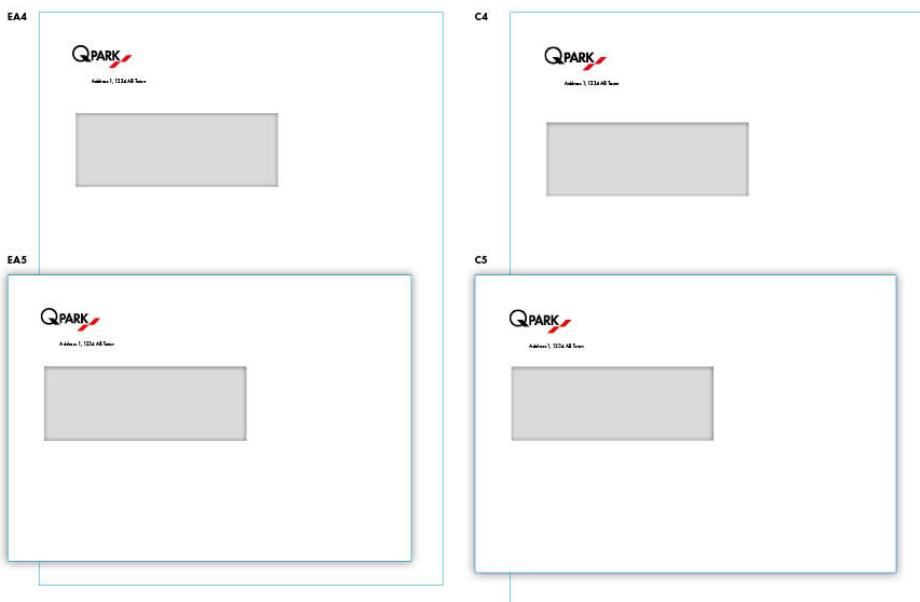


Figure 72: Envelope examples



Continuation sheet

Only the master logo in black and red is placed in the upper right-hand corner. Paper, logo, typeface and line space are identical to the letterhead.

[Download Adobe InDesign EA4 envelope template](#)

Envelopes

The EA5 envelope is the basis for the format and positioning of logo and address. Q-Park prefers window envelopes as this means the envelop does not have to be addressed separately and so prevents errors being made with mailings.

[Download Adobe InDesign C5 envelope template](#)

[Download Adobe InDesign C4 envelope template](#)

Positioning of the Q-Park logo

The master logo in black and red is placed in the upper left-hand corner and left-aligned with the window. The Q-Park office address, postal code and town are printed immediately below the logo on one line as it may not interfere with the addressee.

With compliments card

[Download Adobe InDesign With compliments card template for printing](#)

Paper

Distinction Elegance, 250 gr/m²

Size A5 (148.5 x 210 mm)

[Left-aligned with the Q of the Q-Park logo]

In the downloadable templates you can switch off the window layer for plain envelopes without windows.

Address

For the address use Futura T 9/auto

[Download Adobe InDesign EA5 envelope template](#)

Figure 73: With complements card grid

