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Fax Sheet

Date: _____

From: _____ No. of pages including this one: _____

To: _____ Fax no: _____

If you do not receive all pages or if the transmission is illegible, please telephone 0989 63020 ext.

The fax sheet is printed in black with all type enlarged to compensate for transmission legibility.

The memo is for internal use only and so may be printed in PANTONE © 282 blue only for reasons of economy.



Memo

To: _____ From: _____

STATIONERY

Stationery requirements will generally be met by Head Office or by Regional Offices, who hold full specifications. If ancillary items are required, or if you wish to check what is right, these are the guidelines for the design of stationery items.

PAPER

High quality, white, environmentally friendly paper is used -full specifications are held by Head Office. However, everyone can also help by avoiding unnecessary wastage.

TYPESETTING

All text is set in a typeface called Frutiger, with Roman being the normal weight and Bold used for emphasis.

A4 LETTERHEAD

A typing format has been established to ensure consistency. This should be followed on all typed communications. Legal details should be cleared with NFC's legal department before proceeding to print.

CONTINUATION SHEET

Continuation sheets must be the same quality paper as

used for the letterhead. Blank paper may of course be used, if preferred.

MEMO

Memos are only for use within an office or between BRS companies - for all external purposes letterheads should be used. For reasons of economy these may be printed in single colour.

FAX

Fax sheets may be photocopied from original artwork, but must not be re-photocopied. It is worth investigating print costs, for sometimes it is cheaper to print fax sheets than it is to photocopy them.

FORMS

The design of forms will follow the principles that apply to stationery. As with any item, before re-designing or re-printing a form it is important to look afresh at the purpose and effectiveness of each.

Think of the people - your customers and colleagues - who will be using them. Is another piece of paper really necessary? Is the form easy to understand?