Paper Standards

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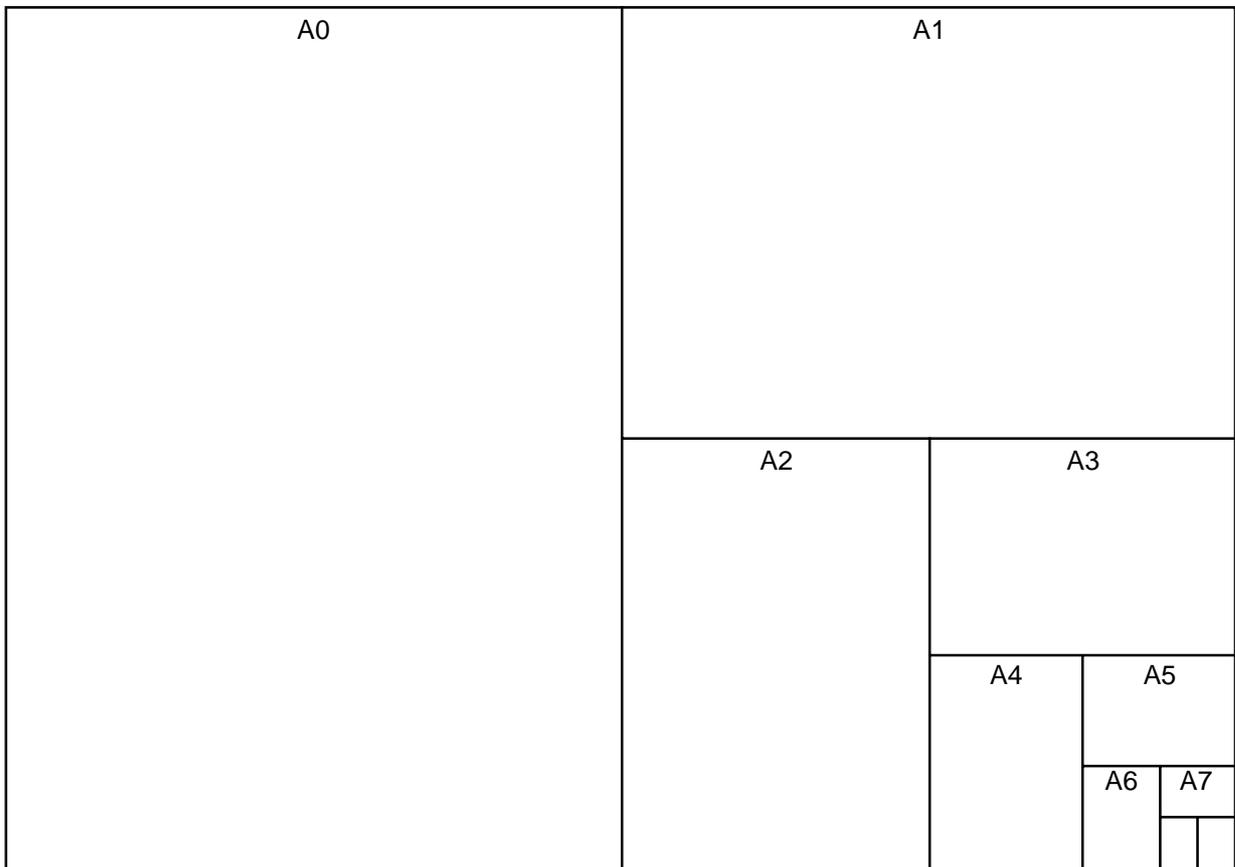
|			
AO	841 x 1189mm	**BO**	1000 x 1414mm
A1	594 x 841mm	**B1**	707 x 1000mm
A2	420 x 594mm	**B2**	500 x 707mm
A3	297 x 420mm	**B3**	353 x 500mm
A4	210 x 297mm	**B4**	250 x 353mm
A5	148 x 210mm	**B5**	176 x 250mm
A6	105 x 148mm	**B6**	125 x 176mm
A7	74 x 105mm	**B7**	88 x 125mm

Envelope Standards

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.
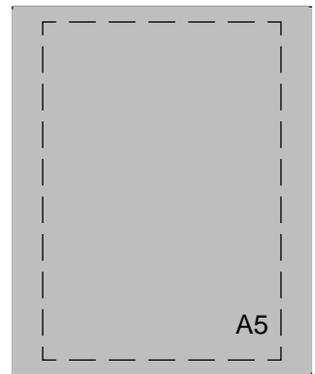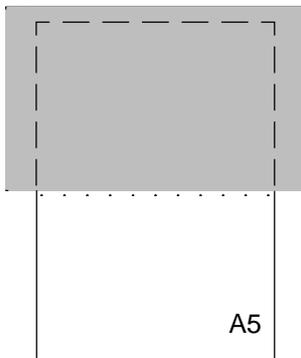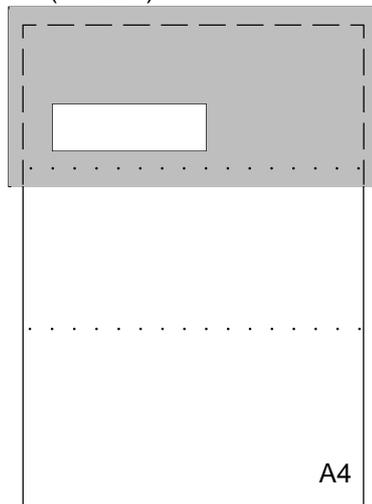
C4

A4

C5

A4

C5

A5

C6

A5

DL (window)

A4

DL

A4
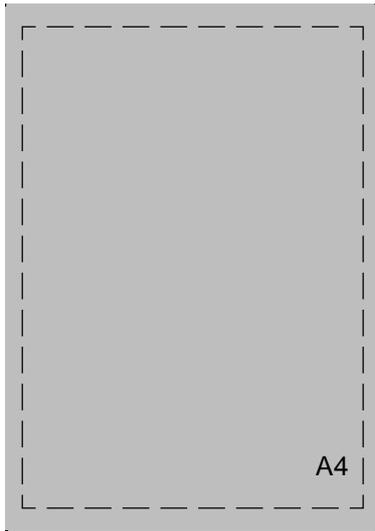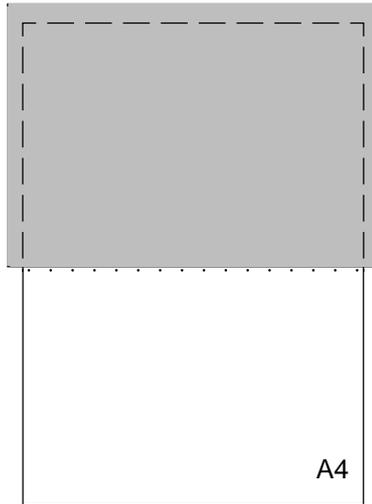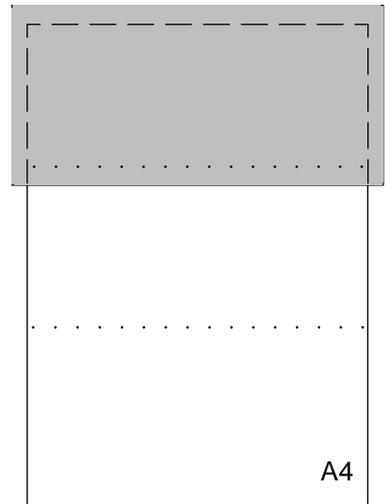
C4	324 x 229mm	C6	114 x 162mm
C5	229 x 162mm	DL	110 x 220mm

Letterheads

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

The text of the letter should be in 11 or 12 point Helvetica Medium, aligned left, without paragraph indents. Acceptable alternative fonts are:

- Times
- Palatino
- Gill sans

Available 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.

Format: A4 297 x 210mm

Typeface: Helvetica.

Letterheads are printed in blue (PMS 289) and red (PMS 485).

A4 Letterhead

www.qut.edu.au

QUT Queensland University of Technology

2 George Street
GPO Box 2434
Brisbane Q 4001 Australia

Phone 07 3864 2111
Fax 07 3864 1510

Gardens Point Campus

ABN: 83 791 724 622
CRICOS No. 00213J

Text mark to begin

Date

\>

\>

\>

Addressee

\>

Attention

Re: Subject

\>

Dear

\>

Fold line

Text

\>

Close

\>

\>

\>

\>

\>

\>

\>

Signatory
Designation
phone/email

\>

\>

\>

Encl

c

Campuses Gardens Point (city), Kelvin Grove, Carseldine

Examples of available Letterheads

QUT Queensland University of Technology

Gardens Point Campus

www.qut.edu.au

2 George Street
GPO Box 2434
Brisbane Q 4001 Australia

Phone 07 3864 2111
Fax 07 3864 1510

ABN: 83 791 724 622
CRICOS No. 00213J

QUT Queensland University of Technology

Faculty of Science

www.qut.edu.au

2 George Street
GPO Box 2434
Brisbane Q 4001 Australia

Phone 07 3864 2111
Fax 07 3864 1510

ABN: 83 791 724 622
CRICOS No. 00213J

QUT Queensland University of Technology

Centre for Medical and Health Physics

www.qut.edu.au

2 George Street
GPO Box 2434
Brisbane Q 4001 Australia

Phone 07 3864 2111
Fax 07 3864 1510

ABN: 83 791 724 622
CRICOS No. 00213J

QUT Queensland University of Technology

QUT Foundation

www.qut.edu.au

2 George Street
GPO Box 2434
Brisbane Q 4001 Australia

Phone 07 3864 2111
Fax 07 3864 1510

ABN: 83 791 724 622
CRICOS No. 00213J

ABN: 83 791 724 622

QUT **Queensland University of Technology**

Facsimile Transmission

CRICOS No. 00213J

FROM   **TO**

Name   **Name**

Position   **Position**

Address   GPO BOX 2434   **Company**
              BRISBANE
              QLD 4002   **Fax**

Phone   07 3864 xxxx   **No of pages (incl. this page)** 1

Fax   07 3864 xxxx   **Date**   27 November, 2002

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 the computing help desk.

Format: A4 297 x 210mm

Typeface: Helvetica.

Text: The text of the fax should be in 12 point Helvetica.
An acceptable alternative font is Gill sans.

A4 Memo

QUT

Memo

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 the computing help desk.

Format: A4 297 x 210mm

Typeface: Helvetica.

Text: The text of the memo should be in 11 or 12 point Helvetica. Acceptable alternative fonts are Tiimes Palatino and Gill sans.

Memo colour is blue (PMS 289)

DL Envelope

Format: DL 220 x 110mm

Typeface: Helvetica

The envelope is printed in blue (PMS 289) and red (PMS 485).
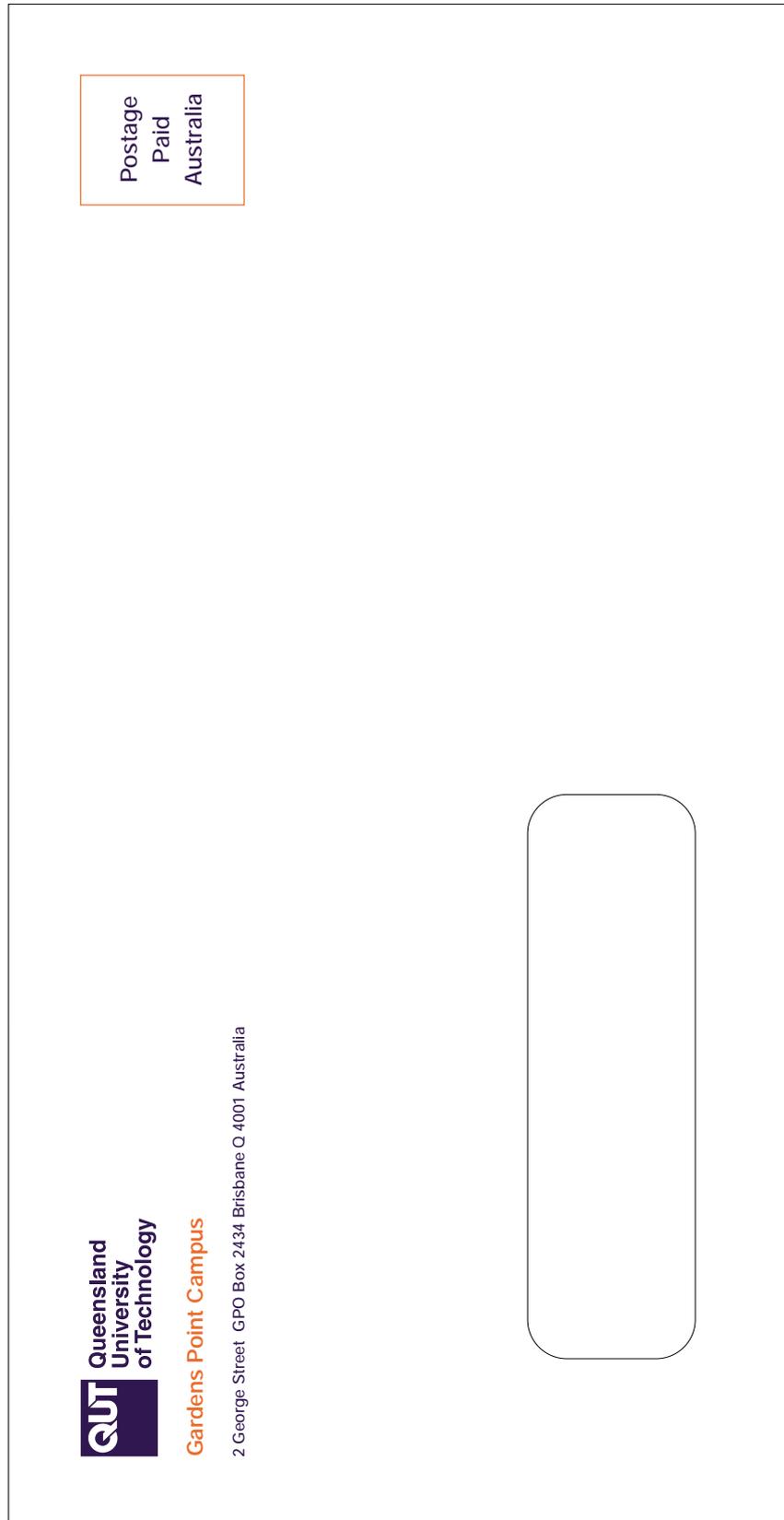
Postage
Paid
Australia

**Queensland
University
of Technology**

Gardens Point Campus

2 George Street GPO Box 2434 Brisbane Q 4001 Australia

QUT

C4 Envelope

Postage
Paid
Australia

**Queensland
University
of Technology**

Gardens Point Campus

2 George Street GPO Box 2434 Brisbane Q 4001 Australia

QUT

With Compliments Slips

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.

Format: 99 x 210mm

Typeface: Helvetica

With Compliments slips are printed in blue (PMS 289) and red (PMS 485).

www.qut.edu.au

Phone (07) 3864 2111
Fax (07) 3864 4999

Beams Road
Carseldine Q 4034
Australia

CRICOS No. 00213J

Queensland
University
of Technology

QUT

With Compliments

Business Cards

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

Format: 90 x 55mm

Typeface: Helvetica.

The business card is printed in blue (PMS 289) and red (PMS 485).

www.qut.edu.au

QUT Queensland University of Technology

2 George Street
GPO Box 2434
Brisbane Q 4001 Australia

John Citizen
Registrar

Phone 07 3864 2366
Fax 07 3864 1187
International +61 7
email: j.citizen@qut.edu.au

CRICOS No. 00213J

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www.qut.edu.au

QUT Queensland University of Technology

Victoria Park Road
Kelvin Grove Q 4059
Australia

John Citizen
BSc MSc *Sydney,* PhD *Otago*
Associate Professor –
Environmental and Occupational Health
School of Public health
Faculty of Health

Phone 07 3864 5804
A/H 07 3892 3939
Fax 07 3864 3369
International +61 7
email: j.citizen@qut.edu.au

CRICOS No. 00213J

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www.qut.edu.au

QUT Queensland University of Technology

Beams Road
Carseldine Q 4034
Australia

John Citizen
BSc MSc *Sydney,* PhD *Otago*
Associate Professor –
Environmental and Occupational Health
School of Public health
Faculty of Health

Phone 07 3864 5804
A/H 07 3892 3939
Fax 07 3864 3369
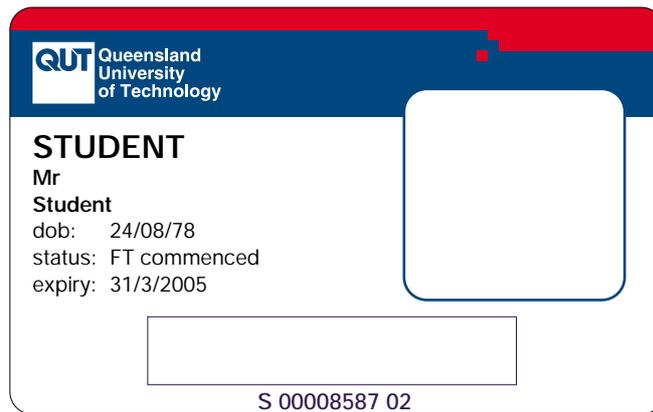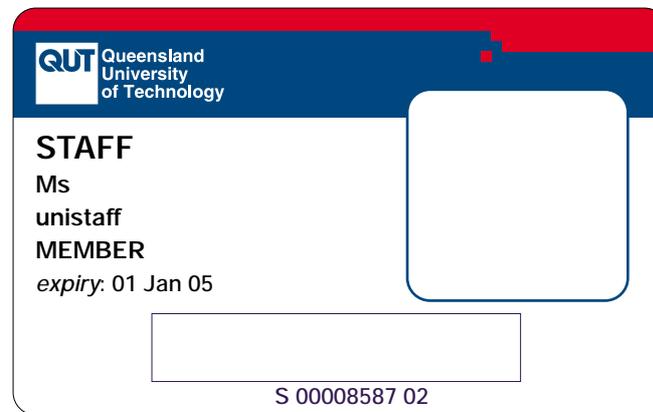International +61 7
email: j.citizen@qut.edu.au

CRICOS No. 00213J

Identity Cards

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 289) and red (PMS 485). The cardholder's photo is full colour.

Student Card

QUT Queensland University of Technology

STUDENT
Mr
Student
dob: 24/08/78
status: FT commenced
expiry: 31/3/2005

S 00008587 02

Staff Card

QUT Queensland University of Technology

STAFF
Ms
unistaff
MEMBER
expiry: 01 Jan 05

S 00008587 02

Name Badges

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 70 mm x 28mm but may be baried as required. Type size may also be varied according to the amount of information on the badge.

The badges are printed in blue (PMS289) and red (PMS485) with a white background.

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.

QUT

Queensland University of Technology
Admissions Office
130 Victoria Park Road (K Block)
Kelvin Grove Q 4059 Australia
Phone: 07 3356 1195
Fax: 07 3864 3984
CRICOS No. 00213J

OFFICE USE ONLY					**SAA097**
ID No					
Date Received	Pref	Course	Semester		**F**

FORM TITLE

QUT

FORM TITLE

CRICOS No. 00213J

QUT

CRICOS No. 00213J

FORM TITLE

QUT

Queensland University of Technology
2 George Street
GPO Box 2434 Brisbane Q 4001 Australia
Telephone 07 3864 2111 International +61 7 3864 2111
CRICOS No. 00213J

FORM TITLE

Report Cover

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 289) and red (PMS 485) on Stardream Silver 285gsm. Matching silver back covers are also available.

www.qut.edu.au

QUT Queensland University of Technology
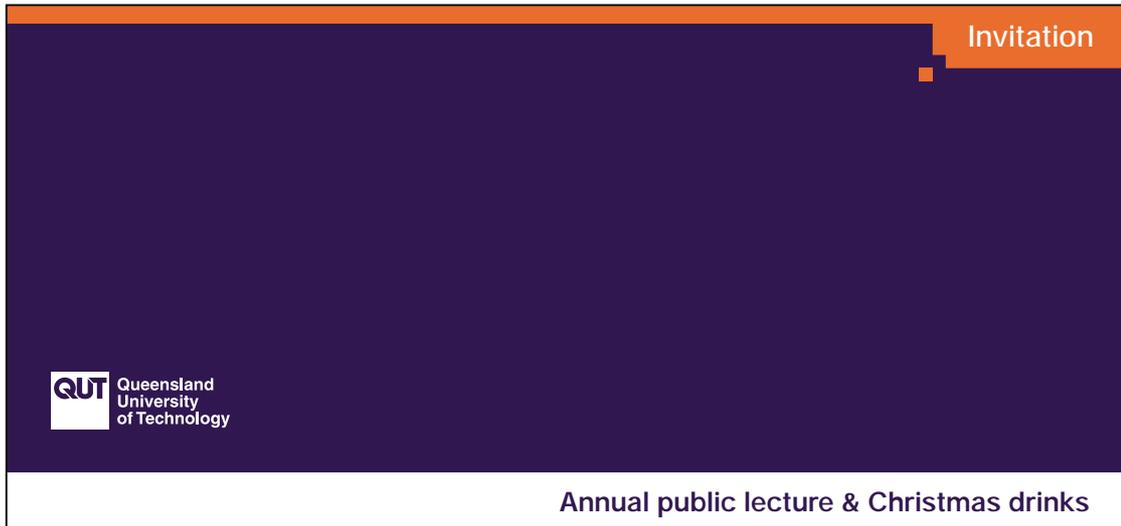
CRICOS No. 00213J
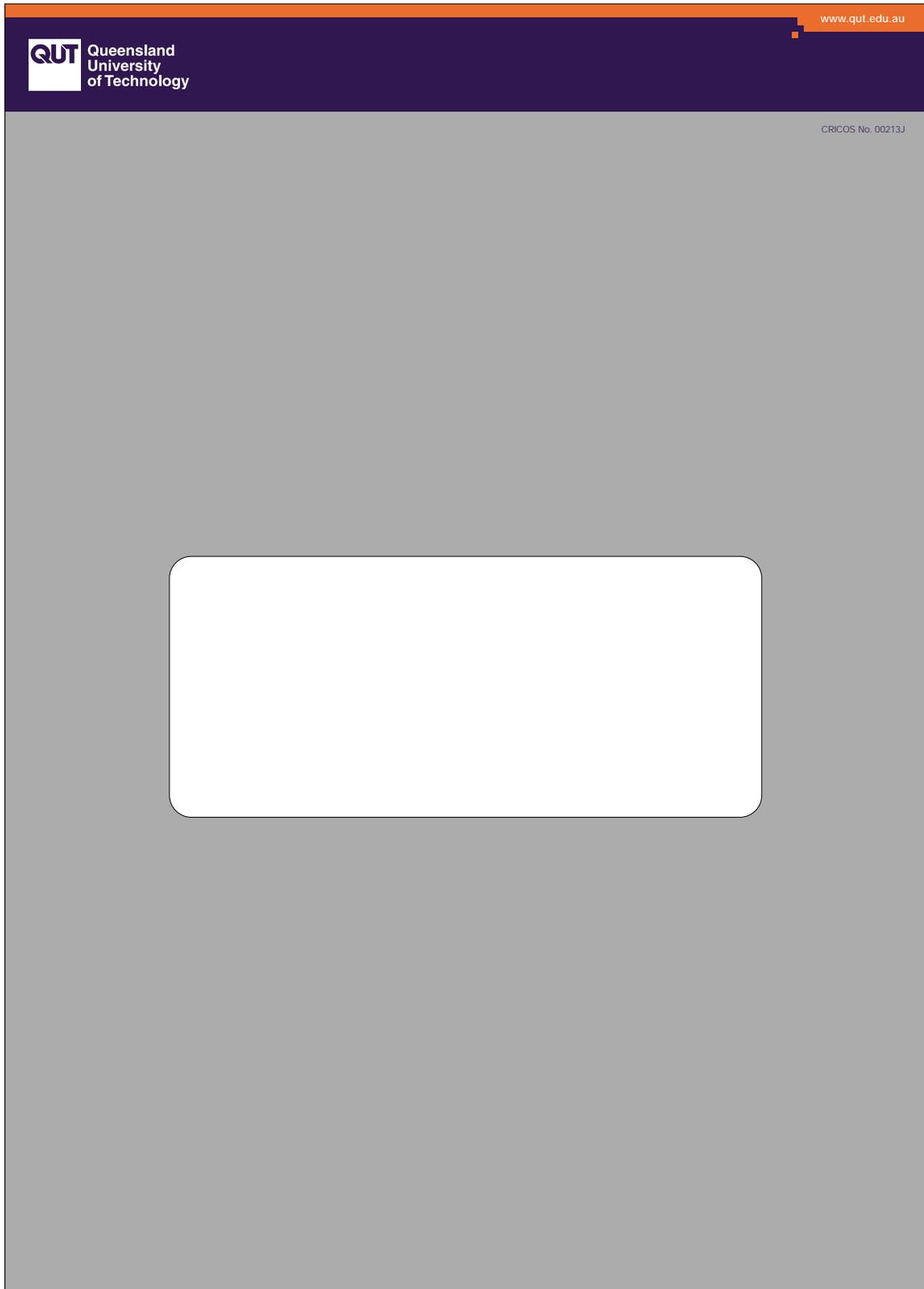
Invitation

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

Format: 100x210mm (folded)

Typeface: Helvetica

The invitation front is printed in blue (PMS289) and red (PMS 485). The inside is printed in blue only (PMS289). It is printed on a laser friendly paper and names may be inserted by laser printer or calligraphy if desired.

Front

Invitation

QUT Queensland University of Technology

Annual public lecture & Christmas drinks

Inside

In appreciation of your support, you are cordially invited to

The Centre for Nursing Research, School of Nursing's Annual Public Lecture and Christmas Drinks on Wednesday, 6 December 2000

Drinks and savouries served from 5.30pm to 6.00pm start
Room N515, Level 5
School of Nursing (N Block)
Kelvin Grove Campus

RSVP to Kathleen Finlayson – School of Nursing
by 4 December 2000
Phone 07 3864 3897
e-mail: k.finlayson@qut.edu.au

Cherrie Lowe

Director of Nursing Support, Trend Care Systems Pty Ltd and former Director of Nursing of Greenslopes Private Hospital will present the Annual Public Lecture and address the topic of

"Challenges in Measuring Patient Acuity in Australian Hospitals"
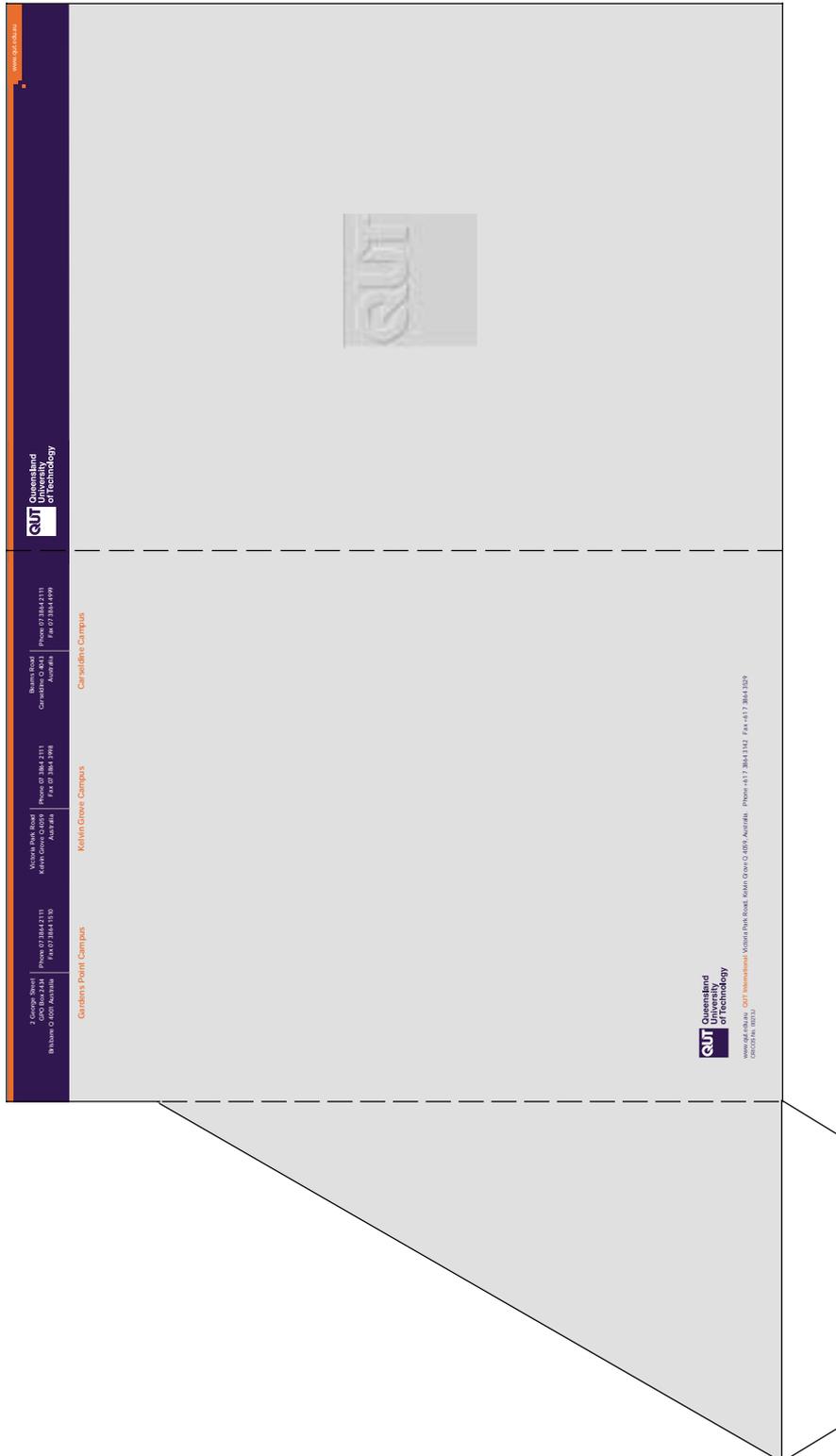
Annual public lecture & Christmas drinks

A4 Folder

A standard QUT folder is produced.

Format: 216 x 310mm (folded)

Typeface: Helvetica.

The folder is printed in blue (PMS 289) and red (PMS 485) on Stardream Silver 285gsm.

Power Point Template

A QUT Powerpoint template should be installed on your computer as part of the standard operating environment. You may also download the template from this site.

Once downloaded and unzipped, move the templates to the templates folder within Microsoft Office. All queries email ja.crawford@qut.com.