BRAND GUIDELINES

Basic principles for internal use



CONTENTS

This document provides you with guidelines for our new brand identity. It shows you how to use our logo on internal documents. It is extremely important to use our brand consistently.

These are internal guidleines only – if you need external guidelines please contact Vanessa Blackledge on: vanessa.blackledge@warburtons.co.uk

You can find our new logo on the Learning Centre drive: V:\BRAND REFRESH

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OUR BRANDMARK

There are three brandmark sizes available to use, depending on the type of document you are producing. We have simply named these; Small, Medium & Large and over the next few pages we will show you how to position and place them.

WarburtonS

Small. 30mm wide

NB. 'Family Bakers' does not appear on this version for legibility reasons.



Medium. 80mm wide



Large. 160mm wide

OUR BRANDMARK POSITIVE & NEGATIVE

When placing on a white or light background use the positive version as shown here.



When placing on an orange or dark background use the negative version as shown here.











Negative – Use the white only version when on coloured or image background. Only do this if the background is dark enough to allow for clear legibility of the brandmark.

OUR BRANDMARK

The Warburtons brandmark should only be used as shown on the previous pages. Here are some examples of how not to use our brandmark.









Don't use the brandmark in keyline form











Don't change the colours of the Brandmark



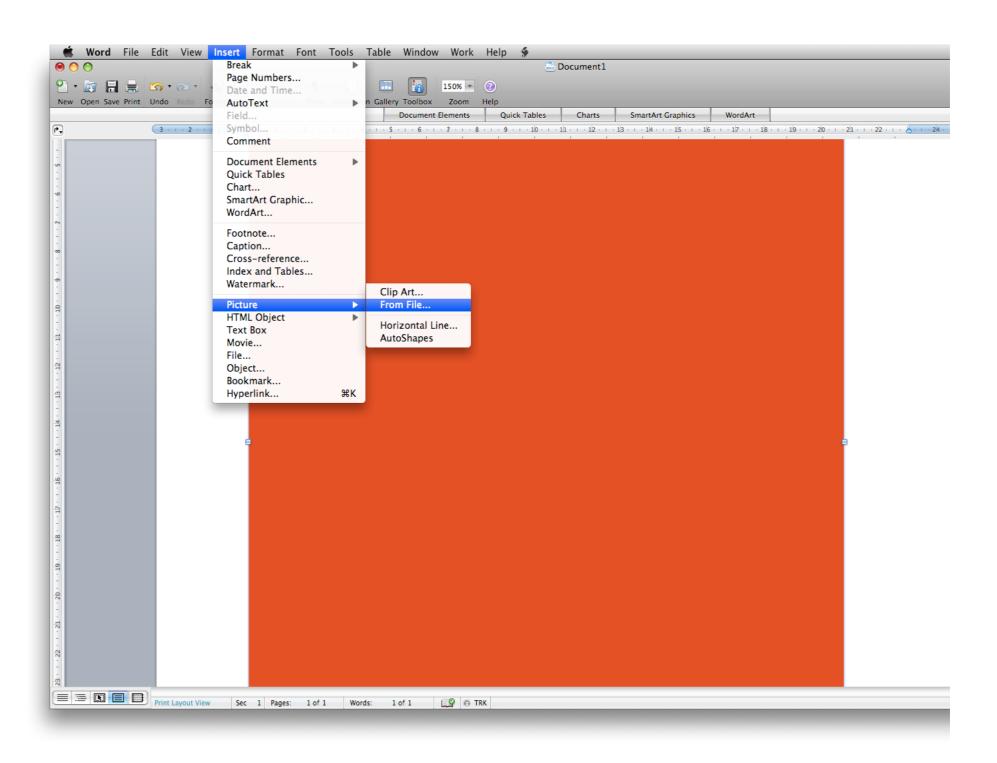
Don't separate or alter the position of the words 'Family Bakers' in relation to the 'Warburtons' word

OUR BRANDMARKINSERTING A LOGO

How to insert a logo

Open your MS Office document, select 'insert' from the toolbar, select 'picture' then 'from file' go to 'Learning centre on (v):\BrandRefresh\Logos' then select the logo that you need.

NB: Please don't remove any of the logos from the file.'



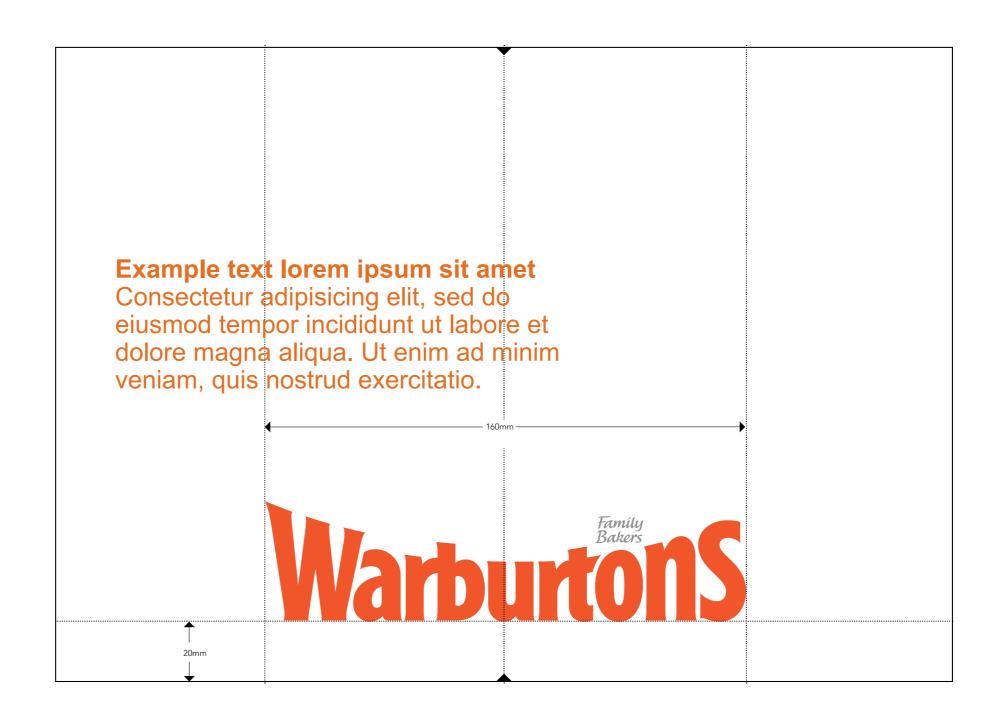
Landscape pages

When placing the large negative brandmark on landscape cover pages, use positioning as shown on this page.



Landscape pages

When placing the large positive brandmark on landscape cover pages, use positioning as shown on this page.



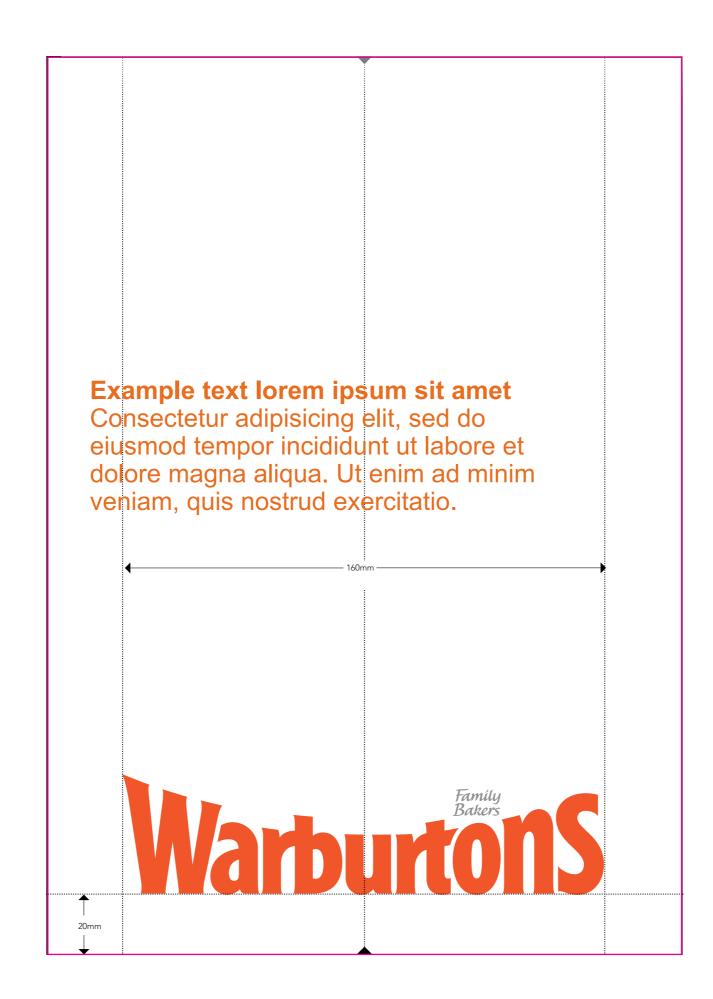
Portrait pages

When placing the large negative brandmark on portrait pages, use positioning as shown on this page.



Portrait pages

When placing the large positive brandmark on portrait pages, use positioning as shown on this page.



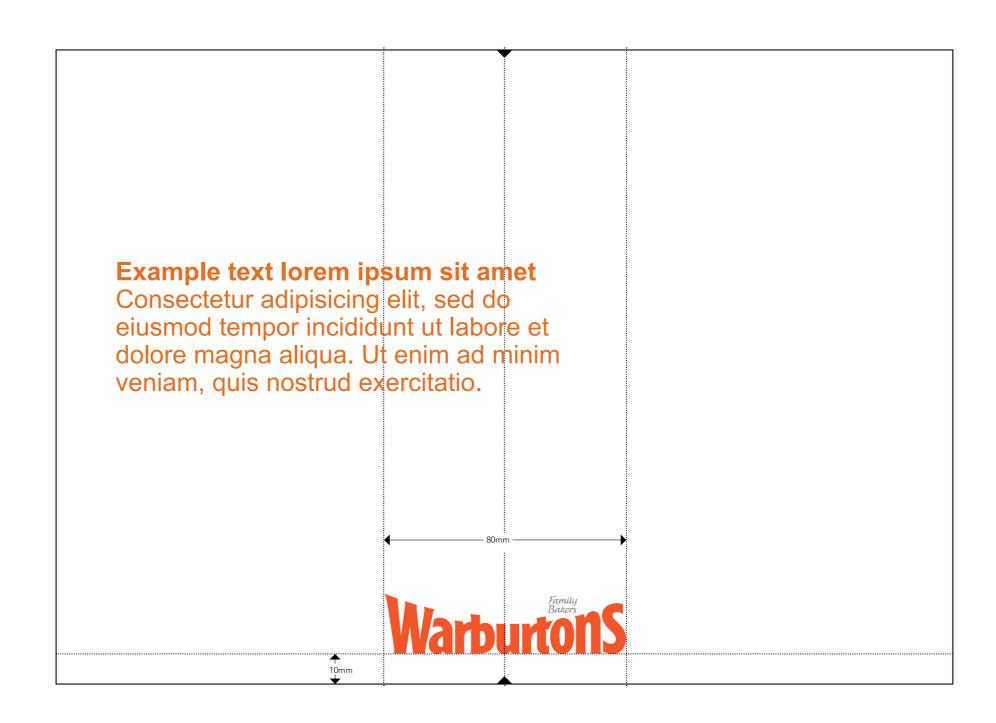
Landscape pages

When placing the medium negative brandmark on landscape pages, use positioning as shown on this page.



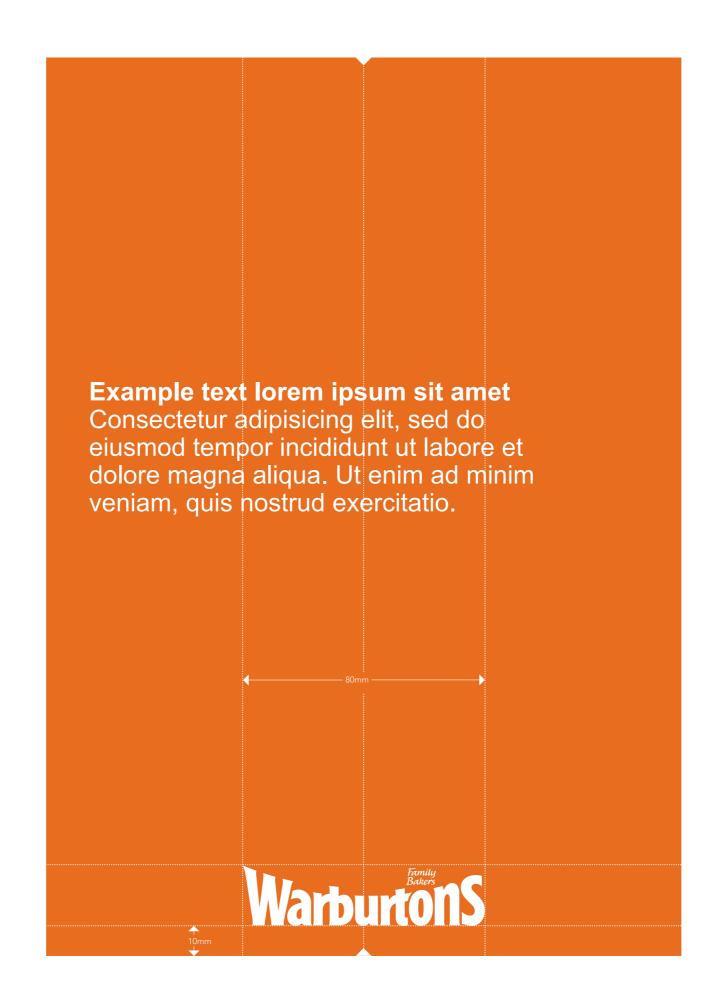
Landscape pages

When placing the medium positive brandmark on landscape pages, use positioning as shown on this page.



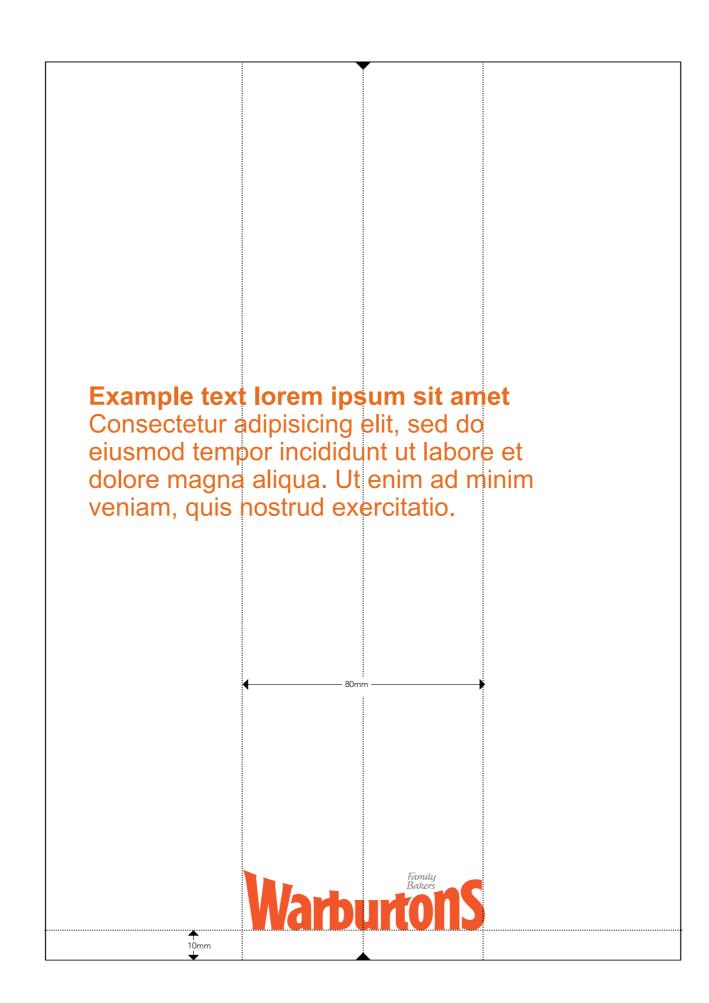
Portrait pages

When placing the medium negative brandmark on portrait pages, use positioning as shown on this page.



Portrait pages

When placing the medium positive brandmark on portrait pages, use positioning as shown on this page.

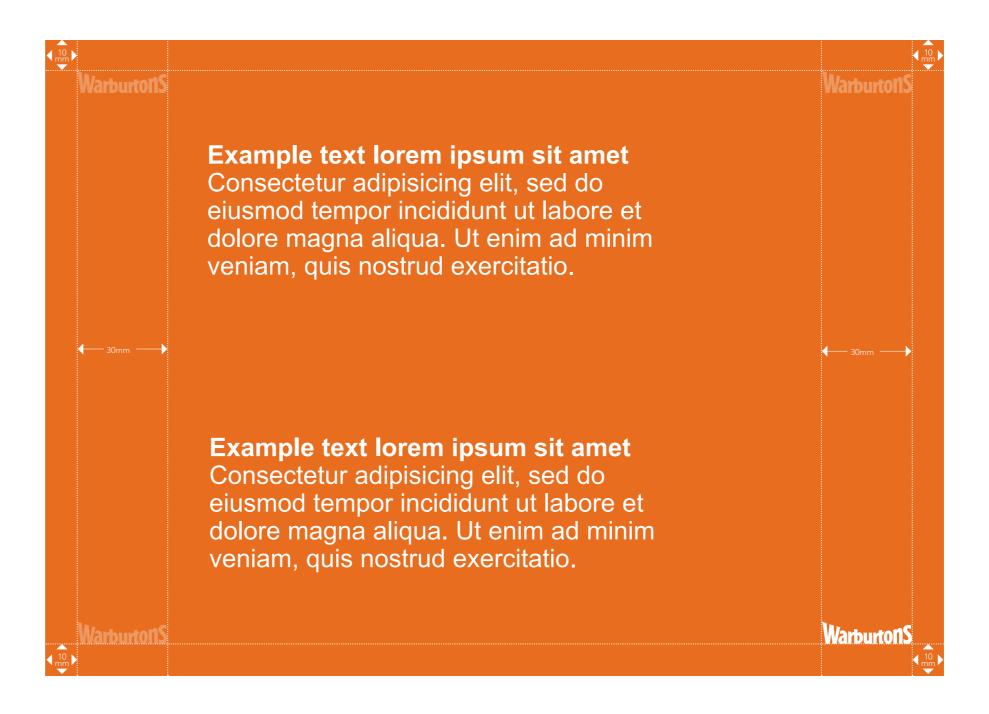


OUR BRANDMARK PLACEMENT SMALL BRANDMARK

Landscape pages

When using the small negative brandmark on landscape pages, it should be placed in one corner of the page as shown on this page.

NB. The preferred placement of our small brandmark is the bottom right hand corner, but the other corners are acceptable if necessary. (i.e when brandmark appears on co-branded material)

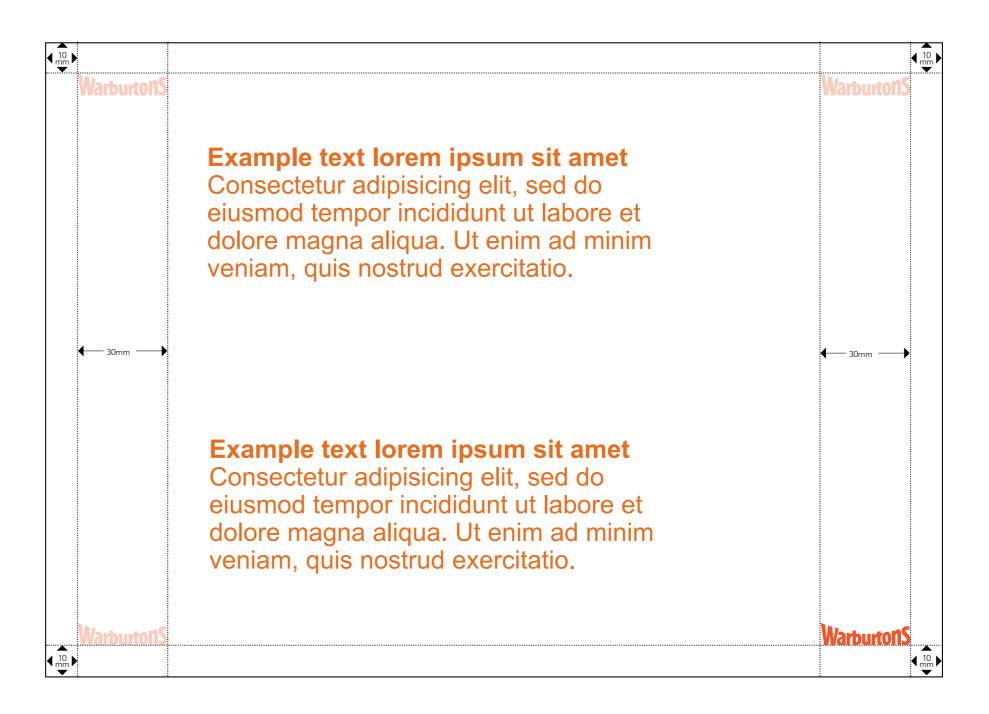


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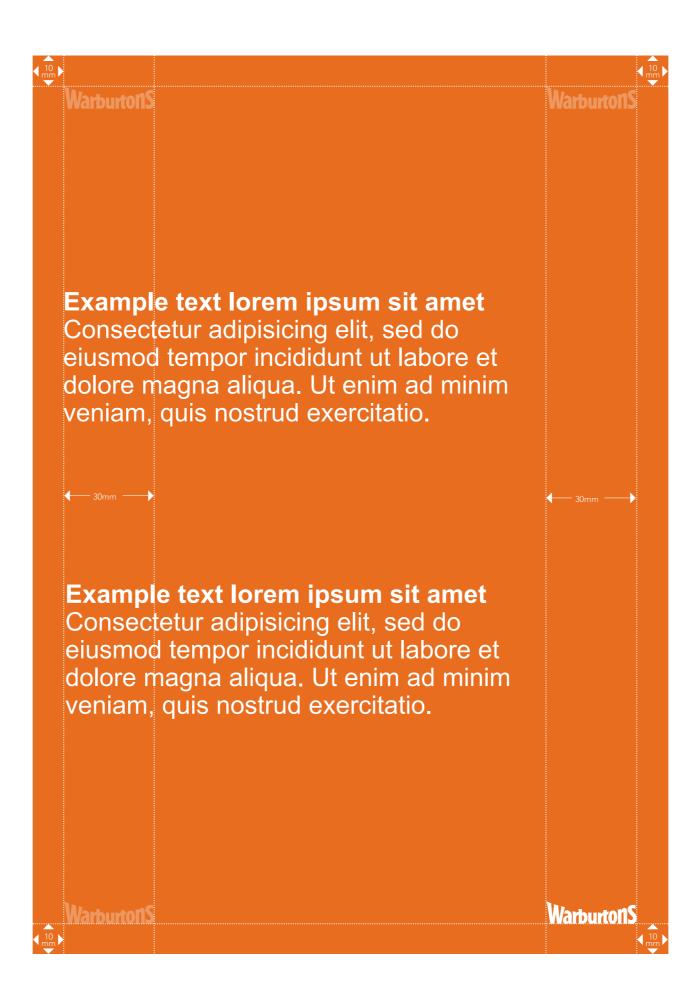


OUR BRANDMARK PLACEMENT SMALL BRANDMARK

Portrait pages

When using the small negative brandmark on portrait pages, it should be placed in one corner of the page as shown on this page.

NB. The preferred placement of our small brandmark is the bottom right hand corner, but the other corners are acceptable if necessary. (i.e when brandmark appears on co-branded material)



OUR BRANDMARK PLACEMENT DON'TS

Do not place the brand mark in a position other than described in the previous pages.



Example text lorem ipsum sit

Consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitatio.



Example text lorem ipsum

sitConsectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitatio.





Primary palette

SPECIAL COLOUR PMS 173c ON SCREEN r209 g68 b20

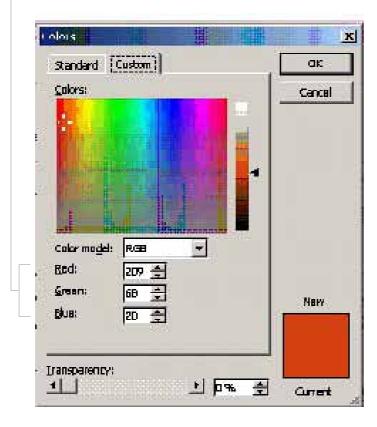
FAMILY BAKERS SPECIAL COLOUR Cool grey 9 ON SCREEN r116 g118 b 121

Secondary palette

	special colour PMS 397c	special colour PMS 542c
	ON SCREEN r193 g191 b10	ON SCREEN r102 g147 b188
White		
special colour PMS 7405c	special colour PMS 258c	special colour PMS 131c

RGB values

You can select the exact colours within our palette by selecting More Colours, Custom Colours and entering the figures in to the boxes Red, Green and Blue.



FONTS

These are the typefaces you must use for our internal communications. From now on other fonts must not be used. There is a suite of fonts for externally produced documents – please contact Vanessa Blackledge if you require further information.

Functional typefaces

This typeface should be used for body copy in Word documents and presentations.

AVENIR LT STD

35 LIGHT

ABCDEFGHIJKLMNOPRQRSTUVWXYZ abcdefghijklmnoprqrstuvwxyz 1234567890@f\$%^&*()_+={}[]"?"/|\ & Oblique

Display typefaces

This should be used for headlines and to create visual interest within a document for sub headings etc.

HERNANDEZ

BOLD

ABCDEFGHIJKLMNOPRQRSTUVWXYZ abcdefghijklmnoprqrstuvwxyz 1234567890@£\$%&*()_+={}[]"'?"/|\

System font

When Avenir or Hernandez is not available or practical, Arial should be used. This is a default system font available on most computers.

ARIAL

REGULAR

ABCDEFGHIJKLMNOPRQRSTUVWXYZ abcdefghijklmnoprqrstuvwxyz 1234567890@£\$%&*()_+={}[]"?"/|\

REGULAR ITALIC

ABCDEFGHIJKLMNOPRQRSTUVWXYZ abcdefghijklmnoprqrstuvwxyz 1234567890@£\$%&*()_+={}[]"?"/\

BOLD

ABCDEFGHIJKLMNOPRQRSTUVWXYZ abcdefghijklmnoprqrstuvwxyz 1234567890@£\$%&*()_+={}[]"?"/|\

BOLD ITALIC

ABCDEFGHIJKLMNOPRQRSTUVWXYZ abcdefghijklmnoprqrstuvwxyz 1234567890@£\$%&*()_+={}[]"?"/\

OFFICE TEMPLATES

Basic templates have been updated for you to use. Please see next page for details of how to access these.

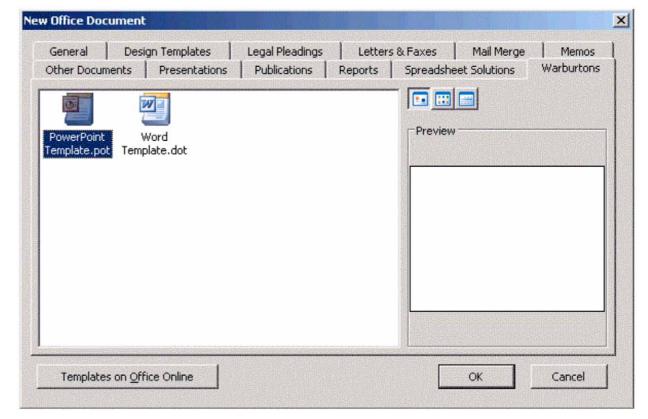


OFFICE TEMPLATES

In order to ensure the appropriate use of the new brand identity, a number of templates have been created for you to use. To access these templates:



 In the bottom left hand side of your screen, click on Start -> New Office Document



- 2. The screen (above) will appear.
- 3. Click on the Warburtons tab.
- 4. Select the template you would like to use.

OUR DESIGN APPROVALS PROCESS

From now onwards, the design of anything which bears our brand logo e.g. packaging, posters, leaflets, signage, uniforms, vehicles, pos, communication materials and all forms of branded communication will require approval by the Marketing Director, Richard Hayes, pre production and release.

Any new activity bearing the brand design and associated visuals should be discussed with Vanessa Blackledge in the first instance, who will co-ordinate the approvals process.

If you have any questions on working with our new brand guidelines and approvals process please contact Vanessa Blackledge.



Thank you for taking the time to read this document.

We will soon be releasing a more detailed guidelines document which will contain further information on how our brand works in all our communications, both internal and external.

