Complete Business Solutions Australia Style Guide

Style Guide

Our Target Audience

Small, medium, and enterprise size organisations.

Colour Palette

The colour palette involves six primary colours as follows:

HEX: #042842	HEX: #860B2F	HEX: #16082E	HEX: #055D80	HEX: #28272E	HEX: #EFAD3D
RGB: 4, 40, 66	RGB: 134, 11, 47	RGB: 22, 8, 46	RGB: 5, 93, 128	RGB: 40, 39, 46	RGB: 239, 173, 61

Typography

The following topology should be used:

Header 1

Arial 24pt. #042842

Header 2

Arial 18pt. #860B2F

Header 3

Arial 14pt. #055D80

Header 4

Arial 12pt. Black bolded.

Arial 10pt font is the body copy. Black forecolour used on white background.

All typography should be left-aligned, except for title headings which can be centred if desired.

Lists can either be ordered (numbered) or unordered (bulleted).

Sizing of text can be adjusted to suit presentations in PowerPoint and tables in Excel.

Style Guide

Numbered lists

Used when order is important. Each item expresses a step in a sequenced of steps:

1. First step
2. Second step
3. Third step

Numbered lists can also have sub-steps:

1. First step
   1.1. First sub-step
      1.1.1. A third level of sub-step
   1.2. Second sub-step
2. Second step
3. Third step

Bulleted lists

Used when order is not important. Items can be expressed in any order:

- First item
- Second item
- Third item

Bulleted lists can also have sub-items:

- First item
  - First sub-item
    - A third level of sub-item
  - Second sub-item
- Second item
- Third item

Tables

Tables should be developed using the 'CBSA' table style.

First and alternate lines to be shaded using

HEX: #E7E6E6

RGB: 231, 230, 230

Some Data	Some Data	Some Data
Some Data	Some Data	Some Data
Some Data	Some Data	Some Data

Style Guide

Where a column header is required, use 'CBSA Col' table style:

First row in each column to be shaded using

HEX: #042842

RGB: 4, 40, 66

Column 1 Header	Column 2 Header	Column 3 Header
Some Data	Some Data	Some Data
Some Data	Some Data	Some Data
Some Data	Some Data	Some Data

Where a row header is required, use the 'CBSA Row' table style:

Rows in first Column to be shaded using

HEX: #042842

RGB: 4, 40, 66

Row 1 Header	Some Data	Some Data	Some Data
Row 2 Header	Some Data	Some Data	Some Data
Row 3 Header	Some Data	Some Data	Some Data

All Financial Totals are to be **Bold**

Red font/shading must be applied to any Negative Values

- sign must be applied to all Negative Values

All $ amounts must include $ symbol, use 1000 separator (,) and two (2) decimal places

Top and Double Bottom Border style must be used for all Grand Totals

Version Control

- Enter the date created and/or updated on the right-hand side
- File name on the lefthand side

Style Guide

Graphs and Charts

Graph & Chart Title	Font style Arial 16 pt.
Graph & Chart sub-title	Font style Arial 14 pt.
Data Labels	Font style Arial 8 pt.
Legend	Font style Arial 10 pt.
X Axis	Font style Arial 10 pt.
Y Axis	Font style Arial 10 pt.

Logo

Logo can be used in one of two coloured styles. Two further black and white styles are permitted where black and white print is used. No other styles are permitted.

Logo plus title full

Style Guide

Logo only

Acronym only

CBSA

Document layout

Headers and footers

Documents should be laid out without different odd and even pages.

Page numbers on the lefthand side

Name of document on the lefthand side under the page numbers

Version control on the lefthand side of the document

Document Name on the righthand side of the document

Each page should have the logo right aligned in the header. An example is provided below.

Each page should have the page count in the footer. An example is provided below.

Style Guide

Title page

If a document requires a front title page, then the first page should form a title page as follows:

COMPLETE BUSINESS SOLUTIONS AUSTRALIA
Style Guide

Note that the title 'Style Guide' should be replaced with the relevant document's title.

Posters Layout

Document Size A3 (29.7 x 42.0 cm)

Must include logo in one of two coloured styles

The colour palette is consistent with CBSA's six primary colours

Images should suit poster design

Photos used **must only feature CBSA staff** to engage audience with the organisation

Sizing of text can be adjusted to suit poster

Name of document must be included in the bottom right-hand corner

Version control must be included in the bottom lefthand corner using the format – Version Month Year. An example is provided below.

Hints and tips about designing a poster in terms of structure and graphic design

- Focus on your major points.
- Let images and graphs tell the story.
- Use text sparingly.
- Keep the sequence well-ordered and obvious.

Keep Our Workplace Safe!

Practice good hygiene

Stop hand shakes and use **non-contact greeting methods**

Clean hands at the door and schedule **regular hand washing** reminders

Disinfect surfaces like doorknobs, tables, and desks regularly

Avoid touching your face and cover your coughs and sneezes

Increase ventilation by opening windows or adjusting air conditioning

Limit meetings and non-essential travel

Use **video conferencing** instead of face-to-face meetings

When video calls are not possible, hold your meetings in **well-ventilated rooms and spaces**

Suspend all non-essential travels and trips

Stay home if...

- You are **feeling sick**
- You have a **sick family member** at home

SOURCE: CDC.GOV

Take care of your emotional and mental well-being

Outbreaks are a stressful and anxious time for everyone. We're here to support you!
Reach out to HR hr@cbsa.com.au

Version March 2020

WHS Poster – COVID 19