

Complete Business Solutions Australia

Style Guide



**COMPLETE BUSINESS
SOLUTIONS AUSTRALIA**

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

RGB: 40, 39,
46

HEX: #EFAD3D

RGB: 239, 173,
61

RGB: 4, 40, 66

RGB: 134, 11, 47

RGB: 22, 8, 46

RGB: 5, 93,
128

Typography

The following topology should be used:

Header 1

Simplon norm 24pt. Bolded.

Header 2

Simplon norm 19.5pt. Black bolded.

Header 3

Simplon norm 14pt.

Header 4

Simplon Norm 12pt. Black bolded.

Simplon Norm 11pt font is the **body copy**.

Black forecolour is 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).

The sizing of text can be adjusted to suit presentations in PowerPoint.

Numbered lists

It is used when order is important. Each item expresses a step in a sequence of steps.

1. First step
2. Second step

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3. Third step

Numbered lists can also have sub-steps:

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

Bulleted lists

They are used when order is not essential. 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
 - the third level of sub-item.
 - Second sub-item
- second item
- third item.

Tables

Tables with no headers should be developed using the 'CBSA' table style.

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

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

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:

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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

Logo

Logo can be used in one of four coloured styles. Two other black and white styles are permitted where the black and white print is used. No different types are allowed.

Logo plus title full



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Logo only



Acronym only

CBSA

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Document layout

Headers and footers

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

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



Templates can use the acronym only if appropriate for the size of the document.

Title page

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



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