# Complete Business Solutions Australia

# Style Guide



*Complete Business Solutions Australia is a simulated business established by Eduworks Resources for the purposes of training and assessment of students enrolled in vocational qualifications.*

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## Our Target Audience

* Small, medium, and enterprise size organisations.

## Colour Palette

The colour palette involves six primary colours as follows:

HEX: #EFAD3D

RGB: 239, 173, 61

HEX: #28272E

RGB: 40, 39, 46

HEX: #055D80

RGB: 5, 93, 128

HEX: #16082E

RGB: 22, 8, 46

HEX: #860B2F

RGB: 134, 11, 47

HEX: #042842

RGB: 4, 40, 66

## Typography

The following topology should be used:

# Header 1

Arimo 24pt. #184A73

## Header 2

Arimo 18pt. #C73237

### Header 3

Arimo 14pt. #505C62.

#### Header 4

Arimo 12pt. Black bolded.

Calibri 11pt 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

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

## 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. First sub-step
      1. A third level of sub-step
   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 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 “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:

|  |  |  |  |
| --- | --- | --- | --- |
| 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 further black and white styles are permitted where black and white print is used. No other styles are permitted.

### Logo plus title full



### Logo only



### Acronym only

**CBSA**

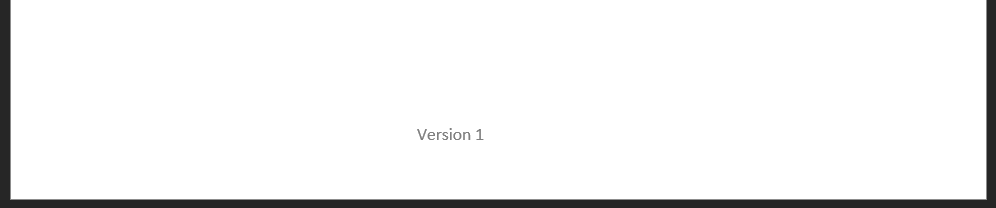
## Document layout

### Headers and footers

Documents should be laid out

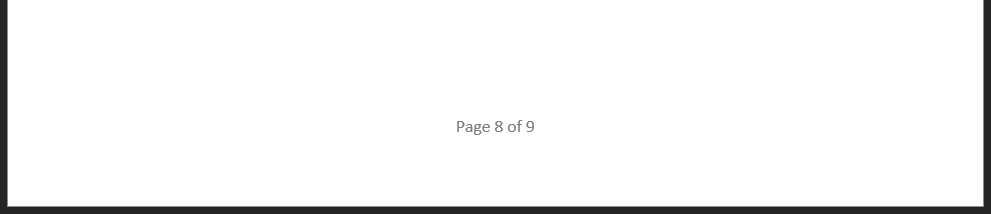
* With a different first page
* No different odd and even pages

The first page should contain no header, and a version code centred in the footer. An example is provided below:



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

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



### Title page

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



# Style Guide

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