Nottingham Office Equipment

Brand handover pack

Everything you need to use the NOE brand — the online brand hub, plus a complete set of ready-made files in this folder.

1 · What you have been sent

Folder	What is inside
00-Start-here	This guide, the email signature set-up guide and the brand basics sheet.
01-Logo	The logo in every colourway — vector (SVG), transparent (PNG) and background (JPG), plus a 1080px social avatar.
02-Stationery	Letterhead, compliment slip, business cards and the email signature.
03-Documents	Invoice, quote, delivery note and collection note — PDF and Word versions, plus all four in one Word file.
04-Fonts-and-colour	The Poppins font guide, colour values (HEX / RGB / CMYK), a printable swatch sheet and a CSS token file for developers.

2 · The brand hub

The brand hub is a private web page that holds the live, always-current version of everything in this pack. You do not need to install anything — open the link in any browser.

Brand hub: https://noebrandhub.upstride.uk

How it is laid out

- A menu runs down the left-hand side. On a phone, tap the menu button at the top.
- The logo sections come first, then Stationery & templates, then the website theme.
- Under Stationery you will find Email signature, Business cards and Documents. Documents opens to show Letterhead, Compliment slip, Invoice, Quote, Delivery note and Collection note, each on its own page.
- Previous and Next buttons at the bottom walk you through every page in order.

3 · Downloading anything

Every item that can be downloaded has the same orange-outlined Download button sitting underneath its preview. Click it and a short list of formats appears — pick the one you need.

Item	Formats offered
Logo	SVG (vector, for print and designers), PNG (transparent), JPG (white background)

Item	Formats offered
Letterhead, compliment slip	PDF, Word / Google Docs (.docx)
Invoice, quote, delivery note, collection note	PDF, Word / Google Docs (.docx) — and a single file with all four
Business cards	Print-ready PDF with 3 mm bleed and crop marks, vector SVG front and back, PDF front and back
Email signature	Copy to clipboard, HTML file, PDF

Opening a Word file in Google Docs

- Download the Word (.docx) version.
- Upload it to Google Drive.
- Right-click the file and choose Open with, then Google Docs.

Printing

Choosing PDF opens a clean print view in a new tab. Use your browser's print dialog and choose Save as PDF to keep a copy, or send it straight to a printer. Turn on background graphics so the orange prints.

4 · Business cards — set one up for each person

- Open Stationery & templates, then Business cards.
- The card preview sits at the top; the details form is underneath.
- Fill in the name, job title, direct line, mobile and email. The preview updates as you type.
- Click Save card. It is stored under that person's name and appears in the saved list.
- To print, use Download and choose the print-ready PDF with 3 mm bleed — that is the file your printer needs.

5 · Email signatures — set one up for each person

- Open Stationery & templates, then Email signature.
- Fill in that person's details, then choose Full, Reply or Logo-only.
- Click Copy, then follow the set-up steps for Outlook, Gmail or Apple Mail — these are in the separate Email-signature-setup guide in this folder, and on the page itself.
- Click Save signature to keep it under that person's name.

6 · The saved people list

Saved cards and signatures share one list, so a person only has to be entered once. The list is stored in the browser on the computer that created it — it is not automatically shared.

- Export writes the whole list out as a single file you can email or drop in a shared drive.
- Import loads that file on another computer so the whole team works from the same list.
- Export again and re-share whenever someone joins or leaves.

> Tip: keep the exported people file in the NOE Branding folder on the shared drive so there is always one master copy.

7 · What we still need from NOE

A few details are still showing as placeholders in square brackets. Send these over and we will update every template in one go.

Detail	Where it appears
VAT number	Letterhead, compliment slip, all four documents, email signatures
Bank sort code and account number	Invoice — the How to pay box
Registered office wording	Letterhead footer
Opening hours	Email signature
Staff list — name, job title, direct line, mobile, email	Business cards and email signatures. Send one list and we will set everyone up.
Printer's colour reference for the orange	Print specification — CMYK or Pantone, taken from a proof