

# Stationery

## – general rules

### Volvo Iron Mark logotype or Volvo Penta logotype

Business cards, letters and other stationery items are all important carriers of our visual identity. They form the backdrop for important correspondence with various target groups.

These guidelines ensure that your stationery items convey a consistent and professional look and feel – so that they effectively help build trust and loyalty.

### Checklist

- Only use bright white, high quality stationery paper with the best environmental credentials.
- Always use PMS versions of the Volvo Iron Mark logotype and the Volvo Penta logotype for printing.
- Present official web addresses, e.g. to corporate, market or dealer websites. Do not present social media or campaign website addresses.
- On some markets, the legal company name must be presented on specific stationery items. Consult your nearest brand or communication department for advice.
- Safeguard that all stationery produced is properly approved prior to final production and distribution.
- Use pre-printed stationery to safeguard color and reproduction quality – avoid printing your own.
- Volvo Financial Services must only use Volvo-branded stationery in their Volvo-branded business communication.

Stationery items representing Volvo Trucks, Volvo Buses, Volvo Construction Equipment and Volvo Financial Services feature the Volvo Iron Mark logotype. Items representing Volvo Penta feature the Volvo Penta logotype.

### The layout for Volvo stationery is fixed

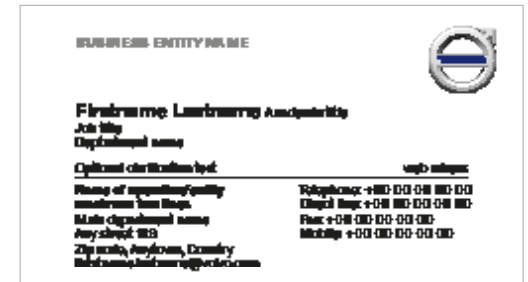
This means that the measurements, typography and placing of elements as defined on the following pages must be consistently applied. However, there is flexibility as for how much contact details to be presented.

### Use official department and entity names only

For guidance on organizational terms such as name of operation/entity and department name, please refer to organizational charts – but ensure to use external names intended for general communication purposes. Avoid internal names or abbreviations. Consult brand management or corporate communications within your organization for further advice.

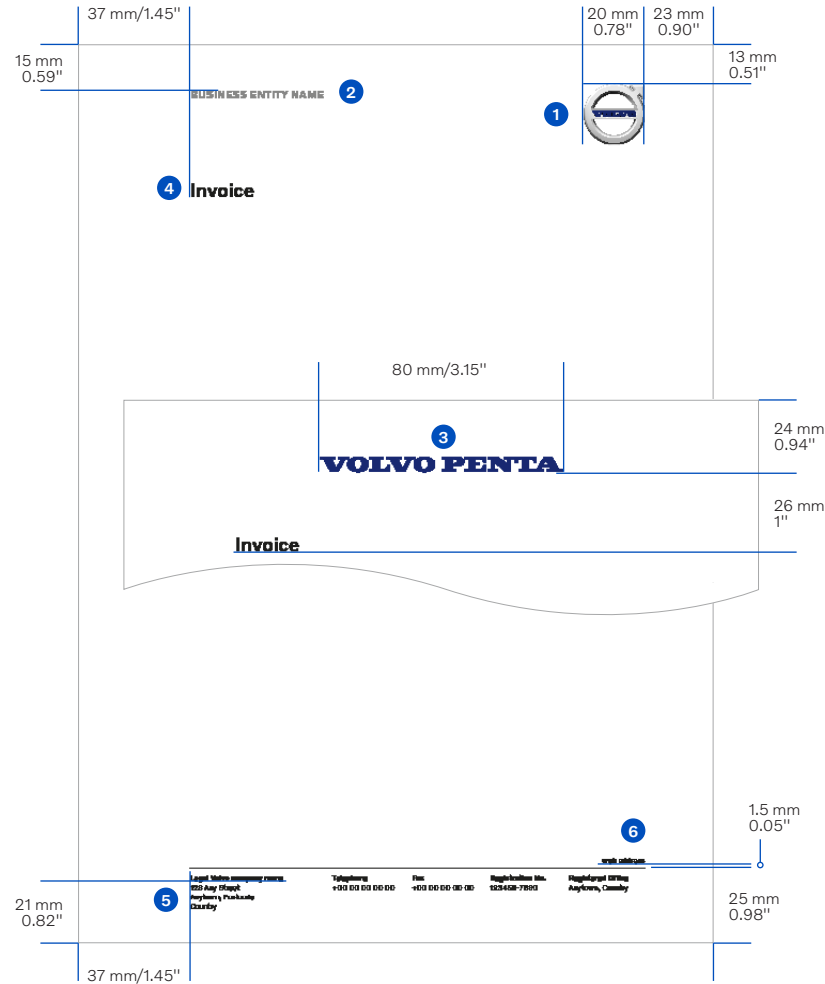
### Main department

A main department is one in which other departments or functions reside. When the information helps clarify a person's organizational belonging and position, the main department name should be presented on his or her stationery. Otherwise it is optional.



# Invoices with the Volvo Iron Mark logotype or the Volvo Penta logotype

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## A4 and US letter format

- 1 The Volvo Iron Mark logotype should be placed in the upper right corner.
- 2 Present Volvo Trucks, Volvo Buses, Volvo Construction Equipment or Volvo Financial Services set in Volvo Novum Medium 10 pt.
- 3 Volvo Penta logotype should be centered in the header.
- 4 Invoice is set in Volvo Novum Medium 18 pt.
- 5 Legal Volvo company name and address headings are in 7/9 pt Volvo Novum Medium. Address details and phone numbers are set in 7/9 pt Volvo Novum Regular. The line above the contact details is 0,5 pt in weight. No more than six lines of information should be presented below the line.
- 6 The web address is optional and appears in 7 pt Volvo Novum Regular. The address must comply with the Volvo Group Directive on Domain Names.