

# Master Builders Association of NSW Brand Identity Standards Manual



**Master  
Builders  
Association**

New South Wales

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# Introduction

The Master Builders Association of NSW corporate brand and identity are important business assets that must be protected and managed in order to retain maximum value.

This standards manual contains all the information required to maintain the strategic integrity of the Master Builders Association of NSW brand and identity in the local and national marketplace.

For clarification of any aspect of this document, please address all queries to the Steven Swan, Communications Manager :

Tel: (02) 8586 3562

Email: [sswan@mbansw.asn.au](mailto:sswan@mbansw.asn.au)

## Guiding Principles

The identity is based on Master Builders Association of NSW (MBANSW) logo, corporate typefaces, graphic elements, layout style and corporate colours.

All material included in this manual, including the logo, is © Copyright 2007 Master Builders Association of NSW.

In order to maintain consistency, it is important that the corporate brand and identity standards are applied to all objects and items carrying the Master Builders Association of NSW name. Any departure from the examples shown within this standards manual must be approved by the Master Builders Association of NSW.

## Naming Principles

All Master Builders Association of NSW documentation and publications must refer to the organisation as Master Builders Association of NSW.

No material is to make reference to the Master Builders Association of NSW (unless there is a legal obligation to do so).

## Basic Guidelines

- The Master Builders Association of NSW logo is to be used in its entirety as it appears in Section 1.1.
- All departures from these guidelines must be approved by Steven Swan, Communications Manager :  
Tel: (02) 8586 3562  
Email: [sswan@mbansw.asn.au](mailto:sswan@mbansw.asn.au)
- Never deconstruct the logo or make additions to it.
- Never separate the elements of the logo. They must always appear together as demonstrated in Section 1.1.
- A clear space must be allowed around the Master Builders Association of NSW logo as per guidelines provided in Section 1.3. Connecting lines, graphics, photographs or type are not allowed.

## Electronic Resources

Copies of this manual and all design elements in both hard copy and electronic versions are available from the Master Builders Association of NSW. Please contact the Communications Manager for more information.



# Master Builders Association

New South Wales Pty Ltd

## 1.1 Master Builders Association of NSW Logo

The Master Builders Association of NSW logo is specially created and must be reproduced in the designated blue whenever possible.

See Corporate Colours (Section 2.1) for more details on PMS colour usage, CMYK and RGB breakdowns.

### Logotype

The Logotype has been used in such a way that is specific to the Master Builders Association of NSW brand identity and is not to be altered.

The logotype should not be re-typed – only the original electronic artwork should be used, which can be supplied by Master Builders Association of NSW.

### Symbol

The Symbol, including the type within the Symbol, must not be traced, re-drawn or recreated in any way – only the original electronic artwork should be used, which can be supplied by Master Builders Association of NSW.

### Relationships

The relationship (proportions and positioning) between the Logotype and Symbol must remain consistent when using the logo.



# Master Builders Association

New South Wales

**SOUTHERN HIGHLANDS**



# Master Builders Association

New South Wales

**BROKEN HILL**

## 1.2 Regional and Divisional Logos

On occasion, the Master Builders Association of NSW logo might be used for a specific division or regional branch.

### Regional and Divisional Identifiers

The use of Identifiers is limited to building signage and specific divisional or regional publications. Identifiers are excluded from use on corporate stationery. The Identifier is based on the logo typeface and has been used in such a way that is specific to the Master Builders Association of NSW brand identity and is not to be altered.

This should not be re-typed – only the original electronic artwork should be used which can be supplied by the Master Builders Association of NSW.

### Relationships

The relationship (proportions and positioning) between the Logotype, Symbol and Identifier must remain consistent when using the logo.



## 1.3 Logo Clearspace

The Master Builders Association of NSW logo must be reproduced clear of any other graphics or type to a minimum distance of one 'x' unit surrounding the logo.

The clear space of one 'x' unit equals the measurement from the top to the baseline of the capital letter M in the logo.

In regards to the reversed version (see Section 2.3), the clear space is filled with only the background colour.

If a branch identifier is used, the clear space must extend to include it. The Master Builders Association of NSW must approve any departure from the examples shown within this standards manual.



## 1.4 Logo Minimum Size

The minimum size for the Master Builders Association of NSW logo is 18 mm high x the proportional width.

The 18mm minimum size specification relates to the height of the outer circle of the Symbol and applies to all versions of the logo.

The Master Builders Association of NSW must approve any departure from the examples shown within this standards manual.



## 1.5 Standard Logo Sizes

There are three standard sizes for publications and printed material for the Master Builders Association of NSW logo as specified above.

The Master Builders Association of NSW must approve any departure from the examples shown within this standards manual.





Pantone PMS 2955  
CMYK 100c 45m 0y 37k  
RGB 10r 83g 133b

## 2.1 Corporate Colour

### Pantone Matching System Palette

PMS 2955

The above colour can be used on coated and uncoated stocks. Please ensure when printing that the applicable PMS colour is carefully matched to the PMS (Pantone Matching System) Book.

### CMYK (4 Colour Process) Palette

Cyan: 100

Magenta: 45

Yellow: 0

Black: 37

The above colour can be used on coated and uncoated stocks. Please ensure when printing that this CMYK colour are carefully matched to a CMYK printed sample of the colours. Printed samples are available from the Master Builders Association of NSW Association on request.

### RGB (Screen) Palette

For usage on screen (i.e. web and powerpoint presentations) the following RGB colours must be used. Use of this colour will aid in consistent colour output across various platforms and configurations.

Red: 10

Green: 83

Blue: 133



# Master Builders Association

New South Wales



# Master Builders Association

New South Wales

## 2.2 Logo Colour Guidelines

The preferred colour combination is for the full colour logo to appear on a white background. The full colour logo can be reproduced in either PMS or CMYK colours.

However, there may be certain applications or special circumstances where the use of a different background colour is appropriate.

If colour is not available the logo can be used in black.

In all cases, no graphics, colour blocks, photos or type must appear within the clear space around the logo as specified in Section 1.3.

The Master Builders Association of NSW must approve any departure from the examples shown within this standards manual.



## 2.3 Reversed Logo

The preferred colour combination is for the full or one colour logo to appear on a white background.

However, there may be certain applications or special circumstances where the use of a white or light colour background is not available or appropriate.

### One Colour Reversed Logo

The Master Builders Association of NSW reversed logo has been specially drawn. Correct digital artwork is available from the Master Builders Association of NSW on request.

If the preferred logo application cannot be achieved, the Master Builders Association of NSW logo can be reproduced in white on either Black or Master Builders Association of NSW Blue background.

The background colour must also extend to at least the clear space area as specified in Section 1.3.

If a Black or Master Builders Association of NSW Blue background is unavailable, the logo must be reversed on the darkest colour available.

The Master Builders Association of NSW must approve any departure from the examples shown within this standards manual.

## 2.4 Inappropriate Logo Usage



The Master Builder full colour logo should not be placed over an inappropriate light colour – a white background is preferred.



The Master Builders Association of NSW logo should not be placed over any images or textures.



The Master Builders Association of NSW full colour logo should not be placed over an inappropriate dark colour – the reversed logo should be used in this situation.



The Master Builders Association of NSW reverse logo should not be placed over a light colour – a black, MBANSW Blue or dark background is preferred.



The Master Builders Association of NSW logo should not have any extra digital effects added.



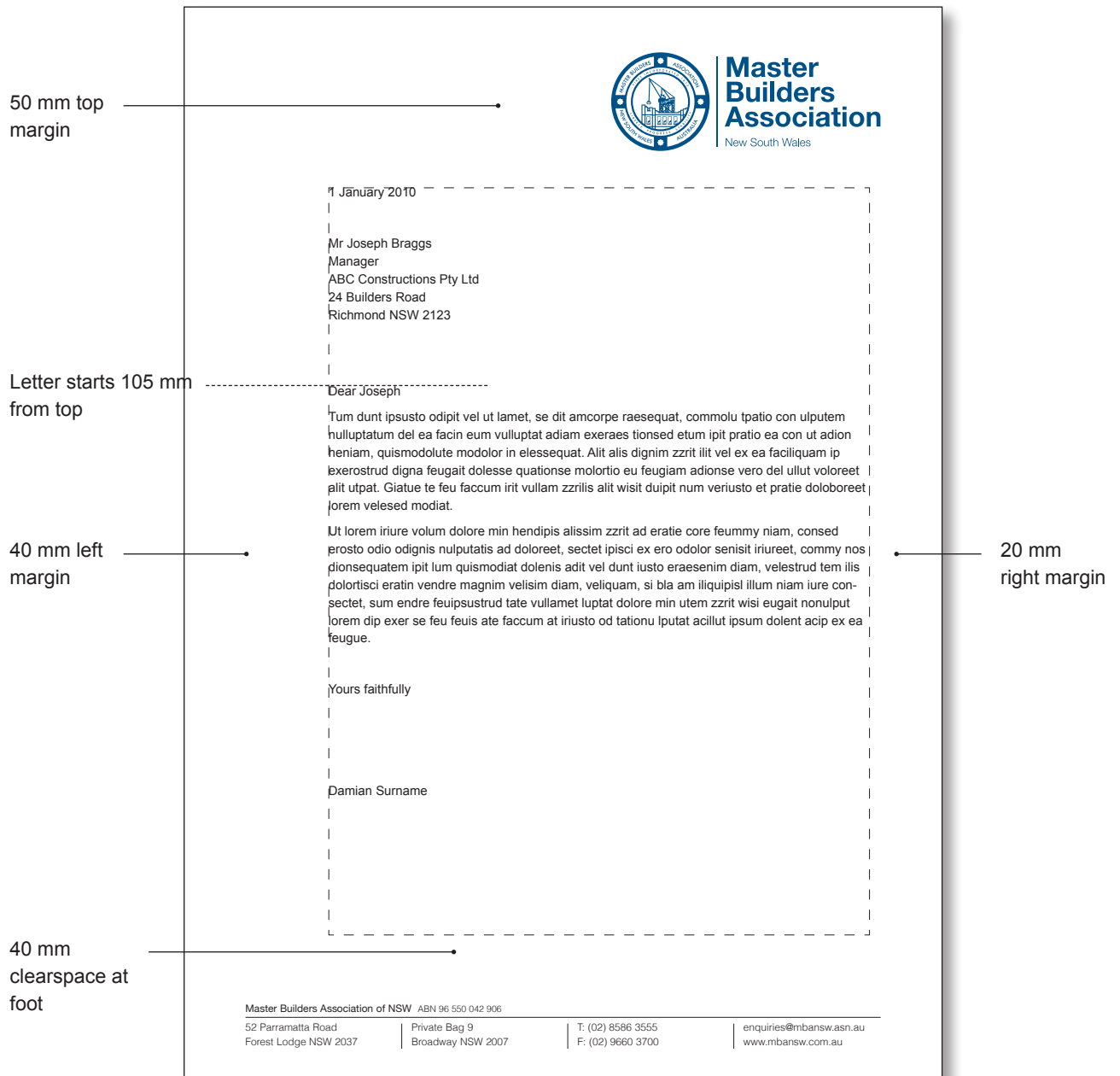
The Master Builders Association of NSW logo colours should never be anything but MBANSW Blue, Black and White.



The Master Builders Association of NSW logo should not have any extra digital effects added.



The Master Builders Association of NSW logo should only ever be used as one element. Do not separate or use any element of the logo as an individual item.



### 3.3 Letterhead

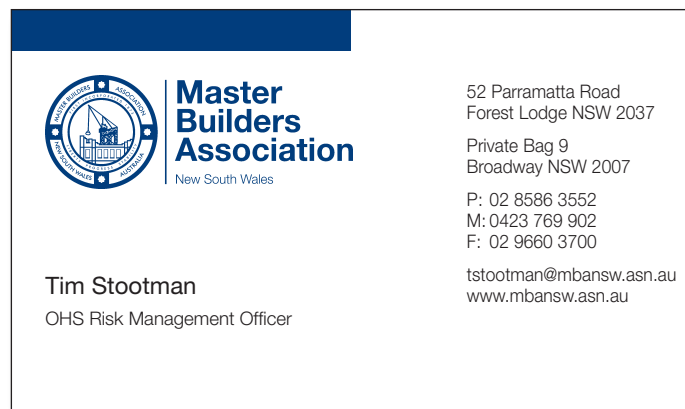
#### Letterhead Example

This example shows the Master Builders Association of NSW letterhead, and the preferred way to set a letter onto it.

#### Typesetting

The letter is set in Arial Regular as specified in Section 3.1 (Primary Typeface).

Type size is 10 points with 14 point line spacing. There is a space after the paragraph of 6 points.



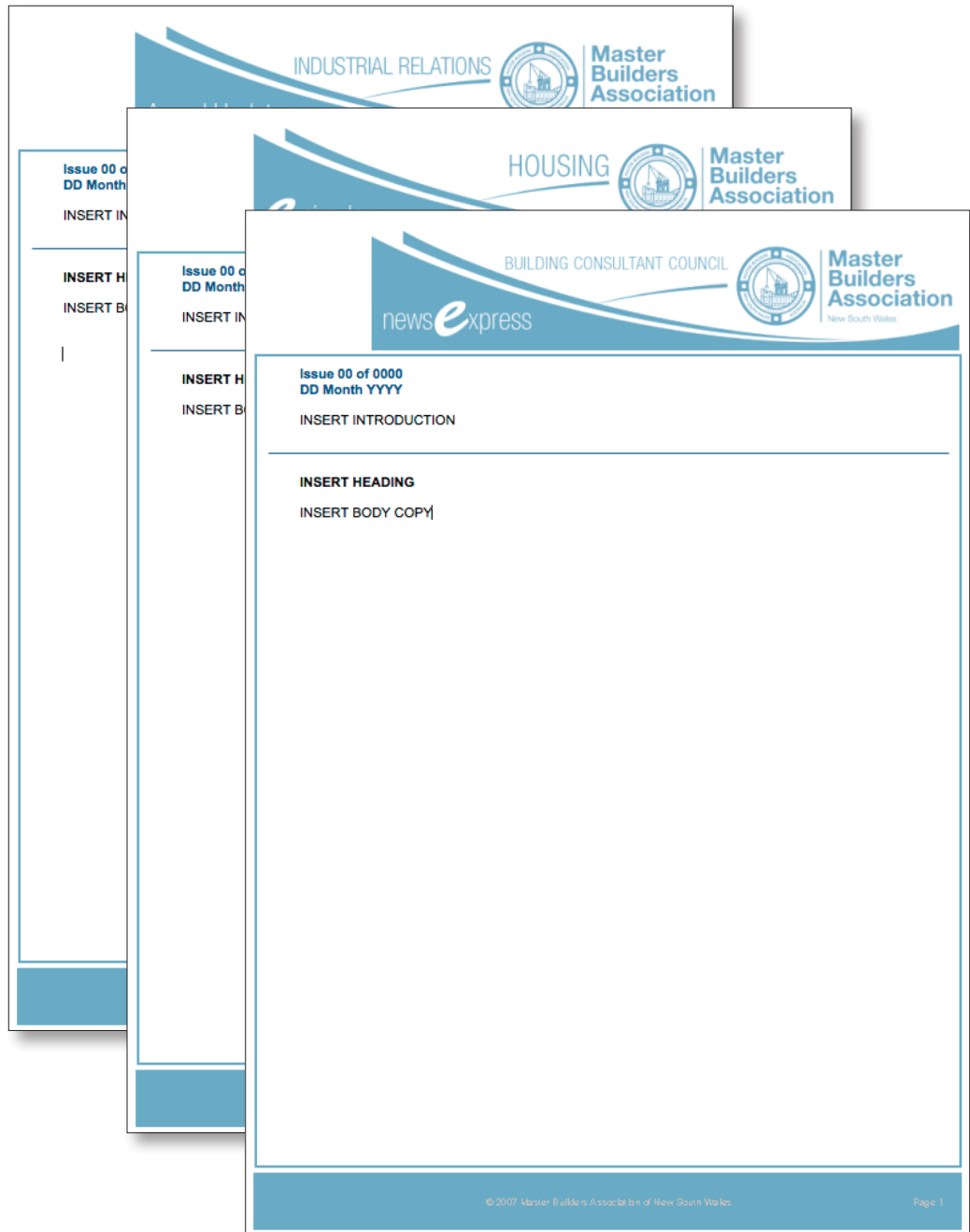
## 3.4 Business Cards

This is an example of the Master Builders Association of NSW business card.



### 3.5 With Compliments Slip

With Compliments Slip Design  
This example shows the Master Builders Association of NSW with compliments slip.

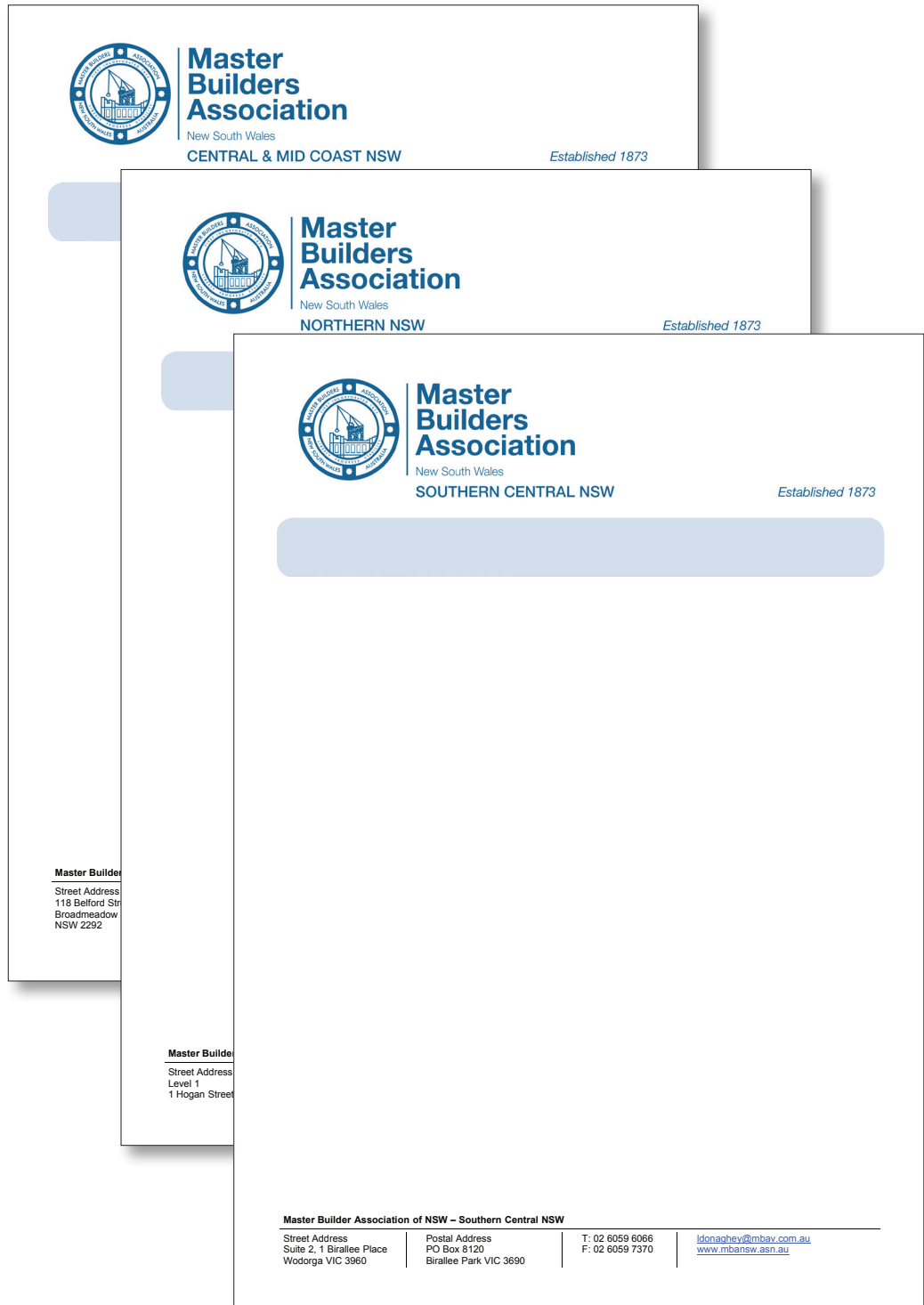


### 3.6 e-circular templates

The above are examples of the Master Builders e-circular template design.

Templates are available for all departments and can be downloaded from the Master Builders Association of NSW website at [www.mbansw.asn.au](http://www.mbansw.asn.au)

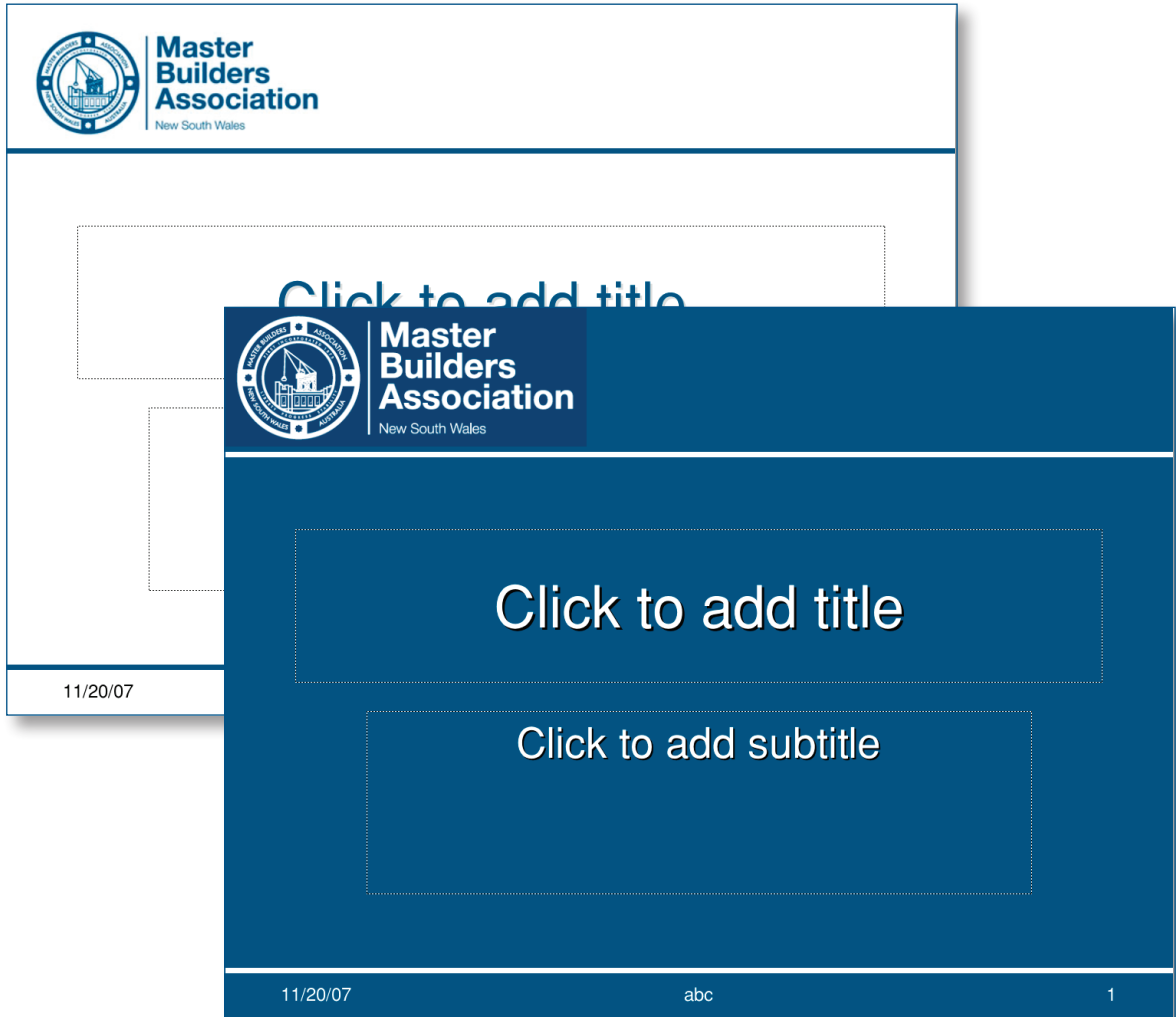




### 3.7 Branch Flyer Templates

The above are examples of the Master Builders Branch Flyer template design.

Templates are available for all departments and can be downloaded from the Master Builders Association of NSW website at [www.mbansw.asn.au](http://www.mbansw.asn.au)



## 3.8 Powerpoint Presentations

The above are examples of the Master Builders Powerpoint presentation template design.

Templates are available for download from the Master Builders Association of NSW website at [www.mbansw.asn.au](http://www.mbansw.asn.au)

Aa

Helvetica Neue 45 Light

a b c d e f g h i j k l m  
n o p q r s t u v w x y z  
A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z  
1 2 3 4 5 6 7 8 9 0

Helvetica Neue 46 Light Italic

*a b c d e f g h i j k l m*  
*n o p q r s t u v w x y z*  
*A B C D E F G H I J K L M*  
*N O P Q R S T U V W X Y Z*  
*1 2 3 4 5 6 7 8 9 0*

Aa

Helvetica Neue 75 Bold

**a b c d e f g h i j k l m**  
**n o p q r s t u v w x y z**  
**A B C D E F G H I J K L M**  
**N O P Q R S T U V W X Y Z**  
**1 2 3 4 5 6 7 8 9 0**

Helvetica Neue 76 Bold Italic

***a b c d e f g h i j k l m***  
***n o p q r s t u v w x y z***  
***A B C D E F G H I J K L M***  
***N O P Q R S T U V W X Y Z***  
***1 2 3 4 5 6 7 8 9 0***

Aa

Helvetica Neue 85 Heavy

**a b c d e f g h i j k l m**  
**n o p q r s t u v w x y z**  
**A B C D E F G H I J K L M**  
**N O P Q R S T U V W X Y Z**  
**1 2 3 4 5 6 7 8 9 0**

Helvetica Neue 86 Heavy Italic

***a b c d e f g h i j k l m***  
***n o p q r s t u v w x y z***  
***A B C D E F G H I J K L M***  
***N O P Q R S T U V W X Y Z***  
***1 2 3 4 5 6 7 8 9 0***

Aa

Helvetica Neue 47 Light Condensed

a b c d e f g h i j k l m  
n o p q r s t u v w x y z  
A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z  
1 2 3 4 5 6 7 8 9 0

Helvetica Neue 46 Light Condensed Oblique

*a b c d e f g h i j k l m*  
*n o p q r s t u v w x y z*  
*A B C D E F G H I J K L M*  
*N O P Q R S T U V W X Y Z*  
*1 2 3 4 5 6 7 8 9 0*

## 3.1 Primary Typeface

### Helvetica Neue

The Helvetica Neue font family has been selected as the primary Master Builders Association of NSW typeface for marketing material due to its modern look and high legibility.

### Special Use Display Fonts

On occasion, this typeface may not be suitable for use – for example on a magazine feature header.

In these situations, a more decorative typeface may be used, but must be approved by the Marketing and Communications Manager.

Aa

Arial Regular

a b c d e f g h i j k l m  
n o p q r s t u v w x y z  
A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z  
1 2 3 4 5 6 7 8 9 0

Arial Italic

*a b c d e f g h i j k l m  
n o p q r s t u v w x y z  
A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z  
1 2 3 4 5 6 7 8 9 0*

Aa

Arial Bold

**a b c d e f g h i j k l m  
n o p q r s t u v w x y z  
A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z  
1 2 3 4 5 6 7 8 9 0**

Arial Bold Italic

***a b c d e f g h i j k l m  
n o p q r s t u v w x y z  
A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z  
1 2 3 4 5 6 7 8 9 0***

## 3.2 Secondary Typeface

### Arial Font Family

The Arial Font Family has been selected as the secondary Master Builders Association of NSW typeface due to its modern look, similar appearance to Helvetica Neue, high legibility and availability on most computers.

The preferred weight for general body copy is for Arial Regular. The heavier weights and italics can be used for highlighting text and headers.

**Master Builders CPD Series**  
Listen to the best minds in the building and construction industry as they share their knowledge

The first CPD Series seminar for 2010 will take place on Wednesday 5th May at Rosehill Gardens, Sydney. A highlight for this event is guest speaker **Doug Walters, one of Australia's cricketing legends** who will share some of his life experience and cricketing humour.

**WIN!**  
DOUG WALTERS  
Legend of cricket ball

**DOUG WALTERS**  
CRICKETING LEGEND

Presentations for the 5th May are:

- Innovations in the brick industry**  
Presenters: **CSR - Kim Roughan** has worked in the building industry for more than 10 years and is part of the revolution to change the way people design and think about using brick. With a key focus on product development, her mantra is 'to make bricks sexy'.  
**Austral Bricks - Cathy Inglis B. App. Sc. (Mat. Sci., M. Sc.)** Cathy joined Austral Bricks 15 years ago and is the current Group Technical and Engineering Manager. She is responsible nationally for research and development of new products, technical matters and sustainability including energy & carbon reporting.  
**Boral Bricks** - a representative will talk about the latest innovations from Boral Bricks.
- Construction Insurance - Understanding the Pitfalls**  
Presenter: **Steve Duncan** is the Northern Region Manager for MBA Insurance Services and has worked in the insurance industry for 35 years, 25 of those as a practicing insurance broker. Sometimes having an insurance policy will not necessarily transfer all the risk you may think to the insurer. Steve will give an insight into some of the most common misconceptions and issues which can cause builders major problems come claim time. Insurance policies are often complex documents and Steve will explain some of the key issues builders should be mindful of.
- 6 Star & Beyond - Can it be Cost Effective?**  
Presenter: **Tommy Simpson** is an education officer with the Construction Industry Dog and Alcohol Foundation. Tommy has held this position for the past 9 years, he has had 40 years of his life-in and around alcohol and gambling in one way or another. Previously Tommy worked as a builders and bikies/layers labourer for over 25 years until taking up his current position. He has a lifelong passion for Rugby League and currently holds positions at both NRL and State level.
- 4. Doug Walters - Life and Health**  
Presenter: **Doug Walters'** popularity as one of Australia's cricketing legends has continued long after his retirement from first class cricket. Renowned for his humour, Doug will share a few sporting yarns from his legendary past, but will also share how in 2009 he declared victory over a 43 year smoking habit that comprised a daily average of 50 cigarettes. The whole process only took 45 minutes and Doug hasn't had a cigarette since.
- 5. Tommy Simpson - Dealing with life issues and coming out on top**  
Presenter: **Tommy Simpson** is an education officer with the Construction Industry Dog and Alcohol Foundation. Tommy has held this position for the past 9 years, he has had 40 years of his life-in and around alcohol and gambling in one way or another. Previously Tommy worked as a builders and bikies/layers labourer for over 25 years until taking up his current position. He has a lifelong passion for Rugby League and currently holds positions at both NRL and State level.

While maintaining a good amount of building and technical content, this CPD event will also focus on the issue of living a healthy lifestyle. In addition to the programmed speakers, health professionals will be available to speak with you on areas of physiotherapy, chiropractic, weight loss and fitness.

Each CPD Series event will earn you six CPD points, half your annual requirement. If you bring your partner or business associate along, they can accumulate up to an additional four points annually on your behalf. Additional registrations receive a generous discount.

Places for this popular event are limited. Register now to reserve your place.

**Sydney**  
7.30 am - 3.00 pm  
Grand Pavilion  
Rosehill Gardens  
Enter via Jubilee Gate  
**Free Parking**

**ZERO APPLICATION FEES!**  
on General and Home Warranty Insurance through MBA Insurance Services.

- Free Insurance health check
- Did you know many builders and contractors have poor insurance coverage while paying higher premiums
- Building industry specialists in Contract Works, Motor, Plant & equipment, Professional Indemnity, and many other types of insurance
- We provide all building and business insurance - put us to the test!

**ZERO APPLICATION FEES!**  
plus  
**4 MONTHS FREE MEMBERSHIP\***  
\*on new annual MBA subscriptions  
See over for details

**General Insurance**  
Bill Korakis  
Ph: (02) 8586 3541  
bkorakis@mbsansw.asn.au

**Home Warranty**  
Jaya He  
Ph: (02) 8586 3565  
jhe@mbsansw.asn.au

**General Insurance (Newcastle)**  
Rachael Kitching  
Ph: (02) 4919 0115  
rkitching@mbsansw.asn.au

**Master Builders Association**  
New South Wales

**MBA INSURANCE SERVICES**

**6 CPD points**  
Half your annual CPD requirement

**Master Builders Association**  
New South Wales  
Serving our Members and the Industry since 1873

**SUB CONTRACT**  
**Standard Trade Contract**

Contract between the Builder and Trade Contractor.

**Train October**

**Master Builders Association**  
New South Wales

**ZERO APPLICATION FEES!**  
plus  
**4 MONTHS FREE MEMBERSHIP\***  
\*on new annual MBA subscriptions  
See over for details

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**Master Builders Association**  
New South Wales

**MBA INSURANCE SERVICES**

**2010 MBA SUPPLIER SPECTACULAR INVITATION**

The Supplier Spectacular shows are a premier trade show format held in various locations in northern NSW. The shows allow builders and subcontractors, designers and architects, the opportunity to update their building product knowledge and speak directly to a variety of professional specialists in an environment exclusively for their benefit.

**Where:** Coffs Harbour Leagues Club, Hogbin Drive, Coffs Harbour

**When:** Tuesday 23rd November, 4.00pm - 7.00pm

**Entry:** Free (registration essential)

**CPD:** 2 points for 2 hours attendance

See overleaf for registration details

**williams**  
ALL WE HAVE BUILT

**Master Builders Association**  
New South Wales

## 4.0 Standard Design Principles

The MBA produces a large range of marketing collateral. To define a specific requirement which would cover all is not possible so on the following pages we have specified a few principles which should be followed.

Always use square bullets for lists and align text left

**ZERO**  
**APPLICATION FEES!**  
on General and Home Warranty Insurance through MBA Insurance Services.

- Free insurance health check
- Did you know many builders and contractors have poor insurance coverage while paying higher premiums
- Building industry specialists in Contract Works, Motor, Plant & equipment, Professional Indemnity, and many other types of insurance
- We provide all building and business insurance – put us to the test!

**ZERO APPLICATION FEES!**  
*plus*  
**4 MONTHS FREE MEMBERSHIP\***  
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See over for details

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**General Insurance (Newcastle)**  
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rkitching@mbansw.asn.au

 **Master Builders Association**  
New South Wales

 **MBA**  
INSURANCE SERVICES  
a Master Builders service

All body text should be left aligned apart from graphic elements like starbursts or banners

The MBA logo should be positioned in the bottom right hand corner where possible

If co-branded - the MBA logo should always appear first

## 4.1 Typography

Use fonts from the Helvetica Neue family where possible. Headlines may in some cases use an alternative display font but this should be limited to avoid page clutter. Try to follow these simple rules as set out above.

**Master Builders CPD Series**  
Listen to the best minds in the building and construction industry as they share their knowledge

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**WIN!**  
DOUG WALTERS  
Legend cricketer bat

**DOUG WALTERS**  
CRICKETING LEGEND

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Presenters: **CSR - Kim Roughan** has worked in the building industry for more than 10 years and is part of the revolution to change the way people design and think about using brick. With a key focus on product development, her mantra is 'to make bricks sexy'.  
**Austral Bricks - Cathy Inglis B. App. Sc. (Mat. Sci., M. Sc.)** Cathy joined Austral Bricks 15 years ago and is the current Group Technical and Engineering Manager. She is responsible nationally for research and development of new products, technical matters and sustainability including energy & carbon reporting.  
**Boral Bricks** - a representative will talk about the latest innovations from Boral Bricks.
- Construction Insurance - Understanding the Pitfalls**  
Presenter: **Steve Duncan** is the Northern Region Manager for MBA Insurance Services and has worked in the insurance industry for 35 years, 25 of those as a practicing insurance broker. Sometimes having an insurance policy will not necessarily transfer all the risk you may think to the insurer. Steve will give an insight into some of the most common misconceptions and issues which can cause builders major problems come claim time. Insurance policies are often complex documents and Steve will explain some of the key issues builders should be mindful of.
- 6 Star & Beyond - Can it be Cost Effective?**  
Presenter: **Tommy Simpson** is an education officer with the Construction Industry Drug and Alcohol Foundation. Tommy has held this position for the past 9 years, he has had 40 years of his life-in and around alcohol and gambling in one way or another. Previously Tommy worked as a builders and bikies/labourer for over 25 years until taking up his current position. He has a lifelong passion for Rugby League and currently holds positions at both NRL and State level.
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Each CPD Series event will earn you six CPD points, half your annual requirement. If you bring your partner or business associate along, they can accumulate up to an additional four points annually on your behalf. Additional registrations receive a generous discount.

Places for this popular event are limited. Register now to reserve your place.

**Sydney**  
7.30 am - 3.00 pm  
Grand Pavilion  
Rosehill Gardens  
Enter via Jubilee Gate  
Free Parking

**ZERO APPLICATION FEES!**  
on General and Home Warranty Insurance through MBA Insurance Services.

- Free Insurance health check
- Did you know many builders and contractors have poor insurance coverage while paying higher premiums
- Building industry specialists in Contract Works, Motor, Plant & equipment, Professional Indemnity, and many other types of insurance
- We provide all building and business insurance - put us to the test!

**ZERO APPLICATION FEES!**  
plus  
**4 MONTHS FREE MEMBERSHIP\***  
\*on new annual MBA subscriptions  
See over for details

**General Insurance**  
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jhe@mbsnsw.asn.au

**General Insurance (Newcastle)**  
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**Master Builders Association**  
New South Wales

**MBA INSURANCE SERVICES**

**6 CPD points**  
Half your annual CPD requirement

**Master Builders Association**  
New South Wales  
Serving our Members and the Industry since 1873

**SUB CONTRACT**  
**Standard Trade Contract**

**Train October**

Contract between the Builder and Trade Contractor.

**Master Builders Association**  
New South Wales

**ZERO APPLICATION FEES!**  
plus  
**4 MONTHS FREE MEMBERSHIP\***  
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New South Wales

**MBA INSURANCE SERVICES**

**2010 MBA SUPPLIER SPECTACULAR INVITATION**

The Supplier Spectacular shows are a premier trade show format held in various locations in northern NSW. The shows allow builders and subcontractors, designers and architects, the opportunity to update their building product knowledge and speak directly to a variety of professional specialists in an environment exclusively for their benefit.

**Where:** Doffs Harbour Leagues Club, Hogbin Drive, Doffs Harbour

**When:** Tuesday 23rd November, 4.00pm - 7.00pm

**Entry:** Free (registration essential)

**CPD:** 2 points for 2 hours attendance

See overleaf for registration details

**williams**  
ALL WE HAVE BUILT

**Master Builders Association**  
New South Wales

## 4.2 Colours

The MBA produces a large range of marketing collateral. To define a specific requirement which would cover all is not possible so on the following page(s) we have specified a few principles which should be followed.



Pantone PMS 2955

CMYK 100c 45m 0y 37k

RGB 10r 83g 133b



Pantone Black

CMYK 60c 0m 0y 100k


## 4.2 Colours

As previously mentioned the MBA produces a large range of marketing collateral and to specify colour guidelines for all divisions and all marketing is not possible however the following should apply.

For simple one or two colour pieces try to use black and the MBA blue (PMS 2955 or C100 M45 Y0 K37). If using black over a large area try to use a rich black of C60 K100.



2011  
EXCELLENCE IN  
HOUSING AWARDS



**Master Builders Association**  
New South Wales

AN ELECTRONIC VERSION OF THIS ENTRY FORM IS AVAILABLE ONLINE AT [WWW.MBANSW.ASN.AU](http://WWW.MBANSW.ASN.AU)

**ENTRANT DETAILS**

Are you an MBA member? Please tick  yes, membership no.  no

Company name: (to be used for promotional purposes)

Licence no.

Company address:

Post code:

Contact name: (for all communication relating to the Awards program)

Phone: Fax: Mobile:

Email:

Contact telephone number to be used in all printed marketing materials such as MBA magazines:

**PROJECT DETAILS**

Date completed: (project must not be more than two years old as at 26/03/2011)

Address of entry: (please do not use lot numbers unless they are the true address)

Post code:

Map reference  UBD  Gregory's Page No. Ref No.

Design name: (if applicable)

Architect:

Proprietor's name:

Selling price (exhibition/project homes only) Basic price: Displayed price:

Construction cost including overheads and margin (this must be filled in for judging purposes) \$

Floor area in m<sup>2</sup>: Price per m<sup>2</sup> (this must be filled in for judging purposes) \$  
(this must be filled in for judging purposes) (does not apply to Division 6 - House Additions/Alterations/Renovations)

N.B. Please itemise any non-standard items fitted to the house not included in quoted price (e.g. air-conditioning, whitegoods, etc)

**IMPORTANT** (please tick  appropriate boxes)

I do not wish the contract price to be published  I do not wish the entry address to be published

**PLEASE ENSURE THAT ALL DETAILS PROVIDED IN THIS SUBMISSION ARE TRUE AND ACCURATE.**  
SOME OF THE DETAILS PROVIDED ABOVE WILL BE PUBLISHED IN THE MBA MAGAZINES.

Check boxes should always be placed before text.

Rules should be .5pt in thickness and offset 1mm below text. They should extend the full width of the document margins.

Sub headings should be Helvetica Neue 67 Medium Condensed 11pt Caps.

The space between rules should be a minimum of 18pts.

Form text should be Helvetica Neue 45 Light Condensed 9.5pt. There should be a colon before each field.

## 5.0 Forms

Some documents have small forms at the bottom such as payment slips and some documents are entirely forms. Whatever you are producing, if it requires the collection of information it should be clear and concise and styled according to the rules above.