

Stationery

Issued June '86
Sheet 7/00

**Reproduction Material and
Mechanical Artwork**
All artwork and copy to be
reproduced or enlarged ONLY
photomechanically.

Section 7

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- 7/02 Form
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"with compliments" slips
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Divisional "with compliments" slips
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**Reproduction Material and
Mechanical Artwork**

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General notes

Sizes —

Paper and envelope sizes within the State Transport Authority are based on the international paper size standards, which are in use in many countries throughout the world.

Whilst letterheads and envelopes used for external correspondence are to international standards, the complexity and variety of forms used within the Authority requires a limited number of forms to be produced in sizes that do not always conform to international paper sizes. Any variation from international standards must be approved by the Forms Co-ordinator, Management Information Services Division.

Examples of paper and envelope sizes are shown on sheets 7/10 and 7/11.

Logo —

The logo is to be used as shown on pages 1/10 to 1/12.

Colours —

The corporate colours to be used in printed applications are as shown on page 2/09.

Stationery —

Obtainable from the Storehouse Manager, Laurens St. Depot Storehouse. A requisitions form is necessary.

Form Numbers —

These are progressively changing from the existing alpha-numerical system to a number only system, with V/Line forms indexed by numbers in the range 1 to 9999.

Stationery Control —

All items of stationery (letterheads, envelopes forms, books etc.) fall under the control of the Forms Co-ordinator, Management Information Services Division.

Should it be necessary to introduce a new item or amend or delete existing items, then form No. G69 (to be re-numbered No. 482) is to be completed — see Sheet 7/02, indicating fully what variation is required and also attach a sample of the particular item to be introduced, amended or deleted.

Stationery

Issued June '86
Sheet 7/02

Reproduction Material and Mechanical Artwork
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Form

182.85	V/LINE													
AUTHORITY TO *ADD/*DELETE/*AMEND A BOOK OR FORM * STRIKE OUT WHICHEVER NOT APPLICABLE														
..... Division/19.....														
FORM INDEX NO.	TITLE													
Section(s) using form	Other Divisions using form													
* Strike out whichever not applicable?														
Forms are to be Printed in	* LOOSE SHEETS/CONTINUOUS STATIONERY/PADS/BOOKS/SETS													
Number of forms required	Number of forms required per pad/book	Are forms to be pre numbered * YES/NO												
Number of copies in each form in addition to the original	Are copies of forms to be colour coded * YES/NO	<table border="1" style="font-size: small;"> <tr> <td>If yes what colour code is required</td> <td>Original</td> <td>4th Copy</td> </tr> <tr> <td></td> <td>1st Copy</td> <td>5th Copy</td> </tr> <tr> <td></td> <td>2nd Copy</td> <td>6th Copy</td> </tr> <tr> <td></td> <td>3rd Copy</td> <td>7th Copy</td> </tr> </table>	If yes what colour code is required	Original	4th Copy		1st Copy	5th Copy		2nd Copy	6th Copy		3rd Copy	7th Copy
If yes what colour code is required	Original	4th Copy												
	1st Copy	5th Copy												
	2nd Copy	6th Copy												
	3rd Copy	7th Copy												
With pads/books etc. are covers to be * SOFT/HARD	If binding is required, are forms to be * STAPLED/GLUED	Is stamping/glueing required on * TOP/SIDE												
Place X in appropriate squares														
Estimated average monthly consumption	Form to be	Kept in Stock (Laurens St. Store) <input type="checkbox"/> Special print (stock held by user requisition to be attached)												
The form will be used in conjunction with the following forms														
The following forms will be replaced		The following forms will be deleted												
Stock on hand of above forms		Stock on hand of above forms												
Stock on hand to be	<input type="checkbox"/> Consumed	<input type="checkbox"/> Scrapped												
The form is required for	<input type="checkbox"/> Departmental use only	<input type="checkbox"/> Public use												
Entries will be made with	<input type="checkbox"/> Pencil <input type="checkbox"/> Ink or Ball Point Pen	<input type="checkbox"/> Typewriter												
The form will be used	<input type="checkbox"/> Inside under office conditions	<input type="checkbox"/> Inside under Workshop conditions												
The form will be prepared	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly, or longer periods	<input type="checkbox"/> Irregularly												
The form is required/not required or amended for the following reasons (quote relevant correspondence and attach samples): -														
Additional comments/special requirements i.e. use of NCR paper (no carbon required)														
..... Head of Division Form Control Officer Printing Manager												
...../19...../19...../19.....												

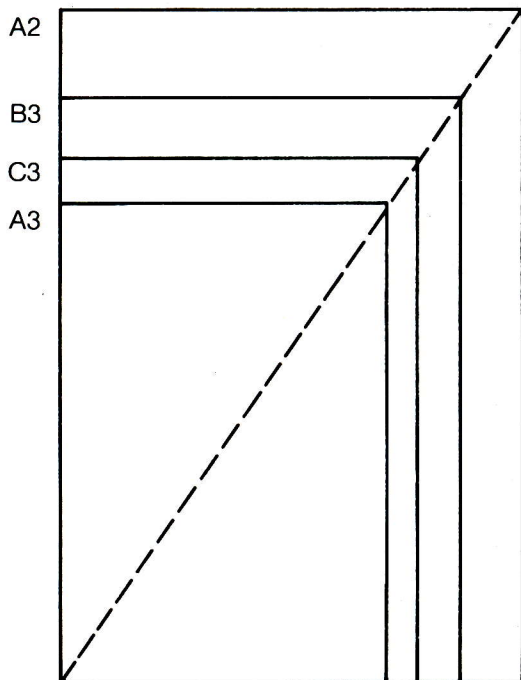
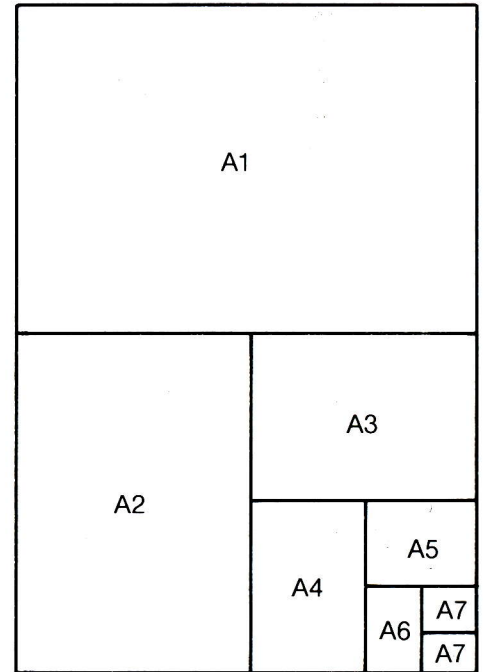
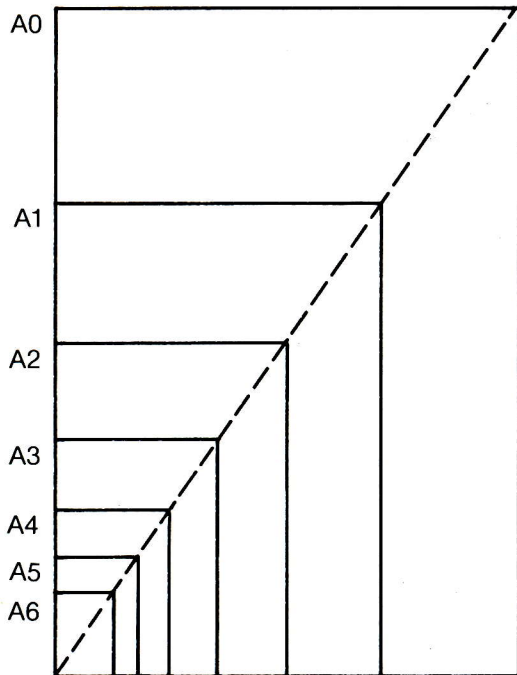
Stationery

Issued June '86
Sheet 7/10

Reproduction Material and Mechanical Artwork

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Paper sizes



A series	<i>millimetres</i>	B series	<i>millimetres</i>
A0	1,189 X 841	B0	1,414 x 1,000
A1	841 x 594	B1	1,000 x 707
A2	594 x 420	B2	707 x 500
A3	420 x 297	B3	500 x 353
A4	297 x 210	B4	353 x 250
A5	210 x 148	B5	250 x 176
A6	148 x 105	B6	176 x 125
A7	105 x 74	B7	125 x 88
A8	74 x 52	B8	88 x 62
A9	52 x 37	B9	62 x 44
A10	37 x 26	B10	44 x 31

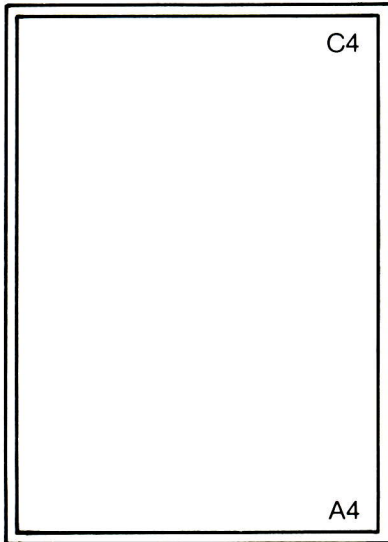
C series	<i>millimetres</i>
C0	917 x 1,217
C1	648 x 917
C2	458 x 648
C3	324 x 458
C4	229 x 324
C5	162 x 229
C6	114 x 162
C7	81 x 114
C8	57 x 81

Stationery

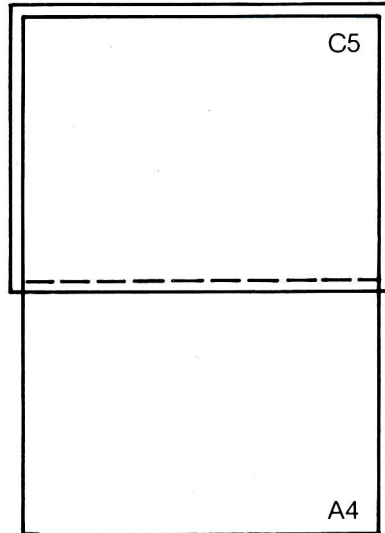
Issued June '86
Sheet 7/11

Reproduction Material and Mechanical Artwork
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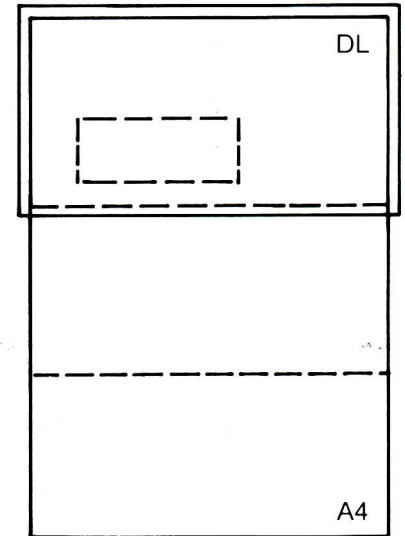
Paper and Envelope Size



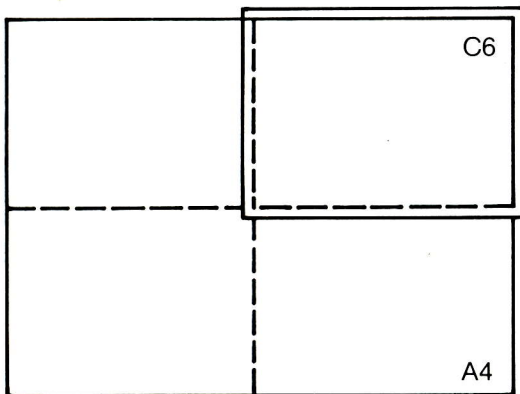
A4 in C4 Envelope



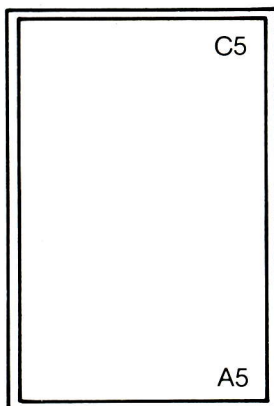
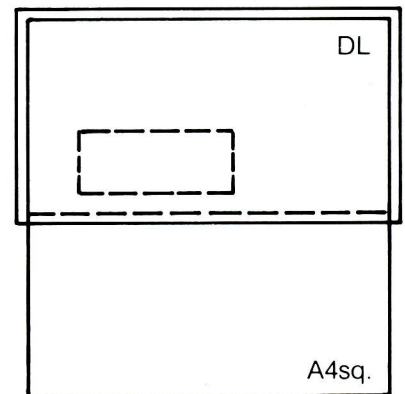
A4 Folded Once in C5 Envelope



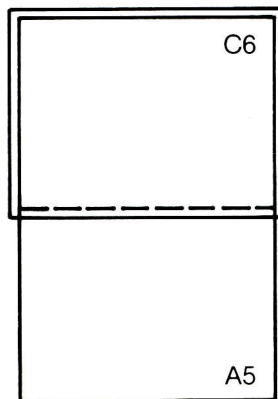
A4 Folded Twice in DL Envelope



A4 Folded Twice in C6 Envelope



A5 in C5 Envelope



A5 Folded Once in C6 Envelope

Above are widely used A size sheets with corresponding envelopes, in C sizes. Below are B and C size envelope measurements to match sheet sizes from the A series.

	millimetres		millimetres
C3	458 x 324	B6/C4	324 x 125
B4	353 x 250	B6	125 x 176
C4	324 x 229	C6	114 x 162
B5	250 x 176	(C5/6)DL	110 x 220
C5	229 x 162	C7	81 x 114
		C8	81 x 162

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Reproduction Material and Mechanical Artwork
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Executive Stationery

Level 1 and 2

Letterheads and with compliments slips

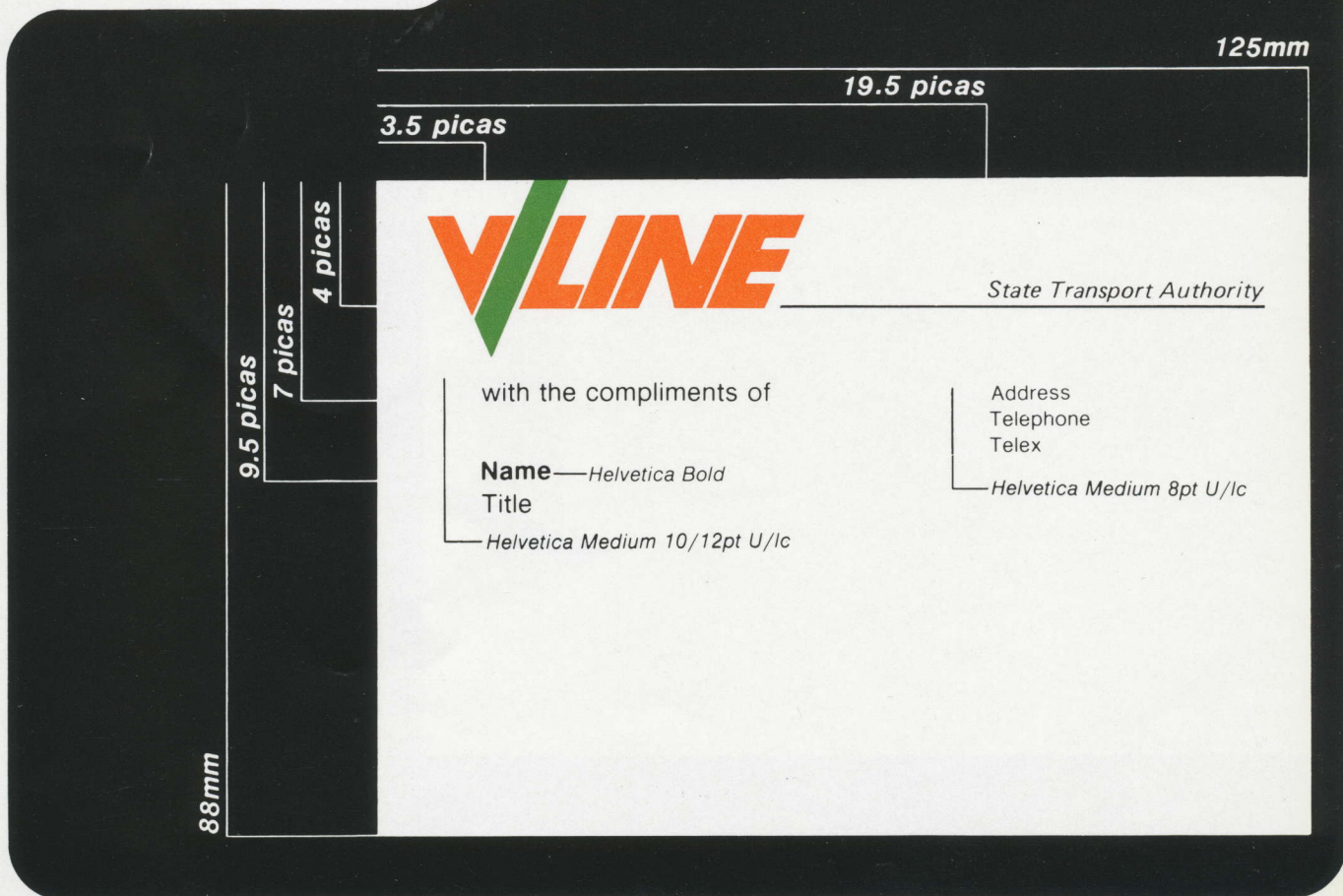
Paper: White Stock, 89 gsm
Size: 210 x 297 mm and 125 x 88 mm respectively
Ink: Tangerine PMS 158
Green AMT 6306

Typeface: Helvetica family
Specifications needed are shown on actual size examples.

Business Cards

Paper: White stock 280 gsm
Size: 90 x 55 mm
Ink: Tangerine PMS 158
Green AMT 6306
Black

Typeface: Helvetica family
Specifications needed are shown on actual size example to the right.



210mm

35.5 picas

23 picas

4.5 picas

4.5 picas

6 picas



State Transport Authority

589 Collins Street,
Melbourne, Victoria, 3000.
Telex: V Line AA33801
Telephone: 619 1111

Reference

Helvetica Medium 9/11 pt. U/lc

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Reproduction Material and Mechanical Artwork

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Other Stationery

Letterheads and with compliments slips

Paper: Bond White, 70 gsm
Size: 210 x 297 mm and 139 x 88 mm respectively

Ink: Tangerine PMS 158
Green AMT 6306

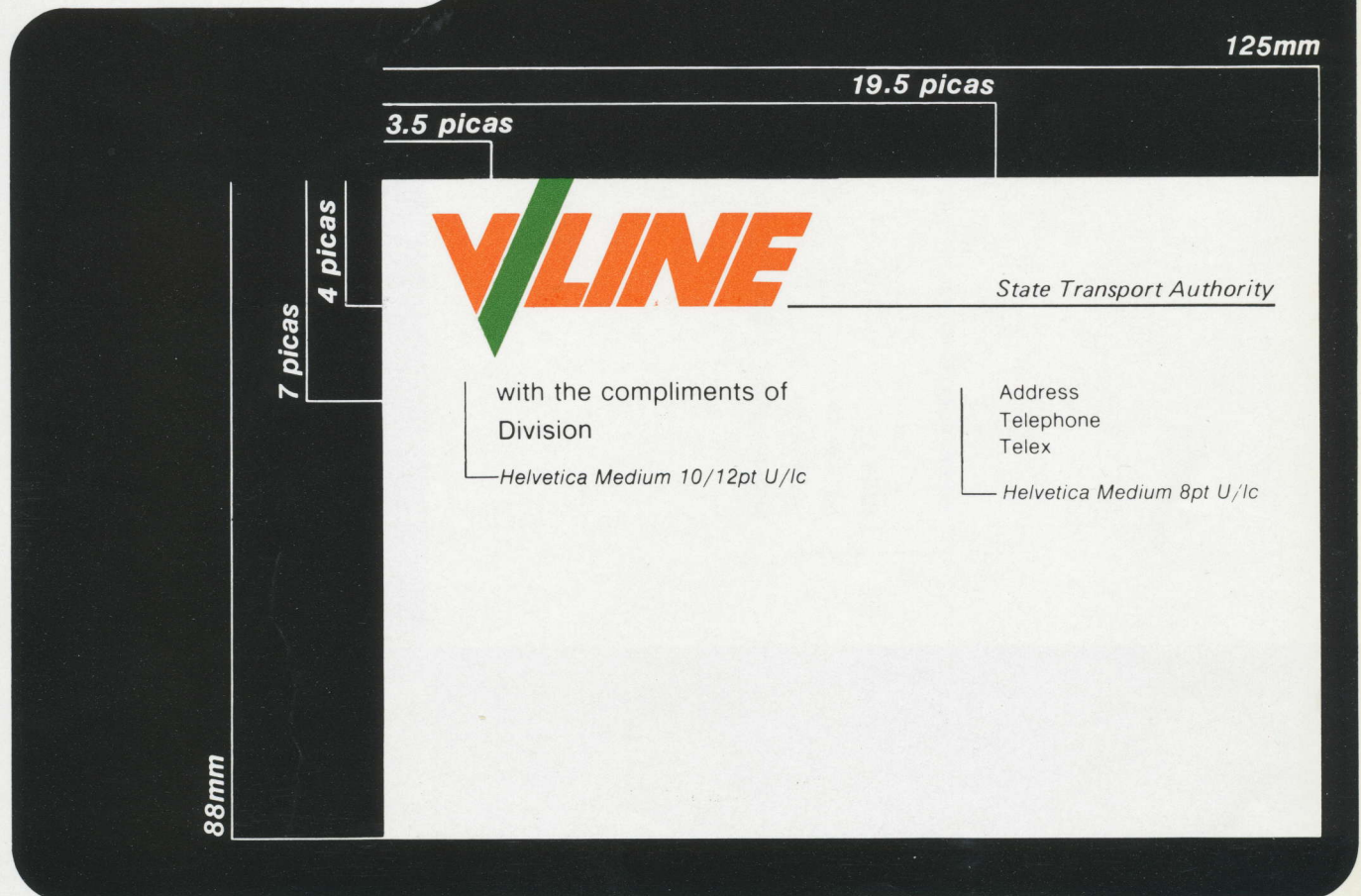
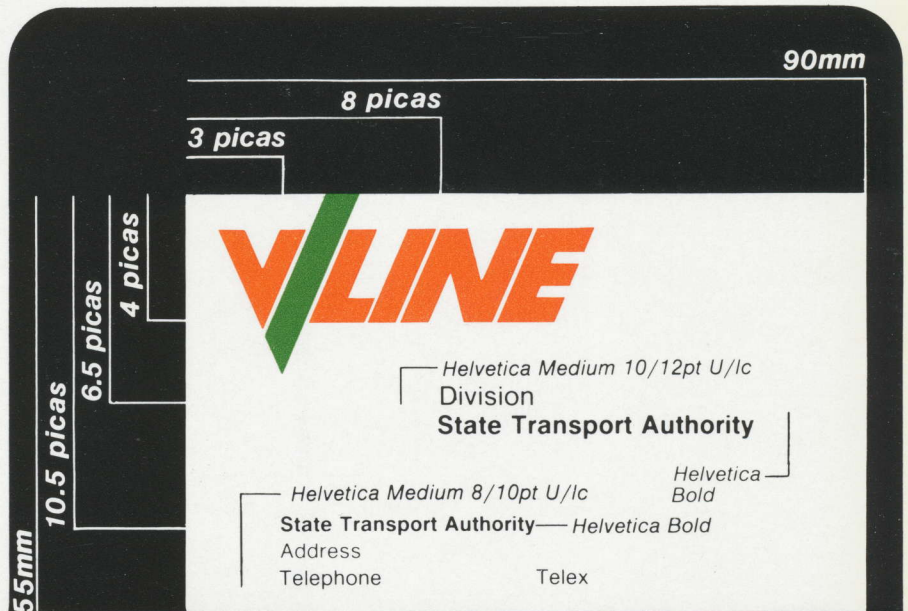
Typeface: Helvetica family
Specifications needed are shown on actual size examples.

Business Cards

Paper: White stock 280 gsm
Size: 90 x 55 mm

Ink: Tangerine PMS 158
Green AMT 6306
Black

Typeface: Helvetica family
Specifications needed are shown on actual size example to the right.



210 mm

16 picas

12.5 picas

4 picas

6 picas

10.5 picas

STATE TRANSPORT AUTHORITY _____ *Helvetica Bold 18 pt. CAPS*
VICTORIA _____ *Helvetica Bold 14 pt. CAPS*

PERSONNEL & EMPLOYEE RELATIONS DIVISION _____ *Helvetica Medium 10 pt. CAPS*

Telephone: 619

Reference:

Date:

_____ *Helvetica Medium 10/14 pt. U/lc.*

589 Collins Street Melbourne Victoria 3000 — Helvetica Medium 10 pt. U/lc.

68 picas

297 mm

Stationery

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**Reproduction Material and
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Inter—Office memorandum — V/Line and State Transport Authority.

a. V/Line

Size: A4 — 210mm x 297mm
Colour: Black printing only
Usage: Inter — divisional use
Form No. 3925.



State Transport Authority

Inter Office Memorandum

To:

Date:

File No:

From:

Subject:

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Reproduction Material and Mechanical Artwork

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photomechanically.

Inter—Office memorandum — V/Line and State Transport Authority.

b. State Transport Authority

Size: A4 — 210mm x 297mm

Colour: Green printing only — as per sheet 2/09

Usage: By such Departments that are required to relate to both the
Metropolitan Transit Authority and the State Transport Authority.

Form No. 3926.

STATE TRANSPORT AUTHORITY VICTORIA	
Inter Office Memorandum	Date:
To:	File No.:
	From:
	Subject:



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Reproduction Material and Mechanical Artwork
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Office action memorandum

Size: A5 — 148mm x 210mm
Colour: Black printing with keyline slash
Form No. 3927.

2010-83		G. 312
TO:  _____		

SUBJECT: _____		
REFERENCE To CENTRAL RECORDS FILE No.		
PLEASE		
<input type="checkbox"/> Attend to by (Date)	<input type="checkbox"/> For your information.	
<input type="checkbox"/> For discussion with	<input type="checkbox"/> For circulation to staff.	
<input type="checkbox"/> Prepare reply for my signature.	<input type="checkbox"/> Note and return.	
<input type="checkbox"/> Furnish required information.	<input type="checkbox"/> File.	
<input type="checkbox"/> For your comments	<input type="checkbox"/> Hand deliver to addressee.	
<input type="checkbox"/> Does attached meet your requirements?	<input type="checkbox"/> Type Draft/Final1+	
<input type="checkbox"/> For signature if you approve.	<input type="checkbox"/> Obtain..... photocopies	
<input type="checkbox"/> As discussed.	<input type="checkbox"/> See me re attached	
REMARKS:		
Date: Signature:		

Addressing Techniques:

Address Format — Address information should comprise the name of the addressee in the top line, the street address or box number on the second last line, and the city or place name, State and Postcode on the bottom line, printed in capitals with no punctuation. The address information should appear only in the "address zone" area.

Bottom Line of Address — The bottom line should contain only the city or place name, State, and Postcode, printed in capitals, in that order. Note that the Postcode must appear as the last item.

Underlining of Address — Underlining of the address block should be avoided, as this can cause confusion in the reading of the bottom line by address reading equipment.

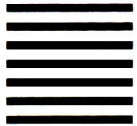
Country Destination — The use of "Australia" in the address block should be avoided for domestic mail.

Reference Number and "Attention" Notes — Reference numbers and "Attention Mr. Jones" notes must be placed within the address zone but not below or within the last two lines of the address, to avoid confusion in the address block location process.

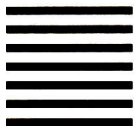
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Addressing Techniques

Correct

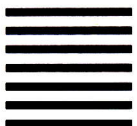


Attention: Mr. G. Jones
Marketing Services Branch
Australia Post
GPO Box 2020S
MELBOURNE VIC 3001



Mr G. Jones
Suite 2 3rd Floor
Wonderland House
3000 Smith Street
MELBOURNE VIC 3000

Incorrect



Marketing Services Branch
Australia Post
GPO Box 2020S
MELBOURNE VIC 3001
Attention: Mr G. Jones

Stationery

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Sheet No. 7/31

Reproduction Material and Mechanical Artwork

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DL Size envelope - Size 110mm x 220 mm

Logo and lettering in colours as per sheet 2/07.

Tangerine for V Line with the slash and all other lettering in green.

Form No. 3928.

Address

- Capital letters
- No punctuation
- No underlines
- Space between place, state, postcode
- No skew
- No staggering of address
- No extraneous information
- Dark clear type



589 Collins Street, Melbourne 3000

POSTAGE PAID
MELBOURNE
VICTORIA, AUST.
3000

Miss B Jones
36 Park Street
BONDI NSW 2026

Stationery

Issued June '86
Sheet No. 7/32

Reproduction Material and Mechanical Artwork

All artwork and copy to be
reproduced or enlarged ONLY
photomechanically.

Window faced envelope - Size 110m x 232mm

Logo and lettering in colours as per sheet 2/07 Tangerine for V Line
with the slash and all other lettering in green.

Form No. 3929.

Address

- Located in address zone
- Capital letters
- No punctuation
- No underlines
- Space between place, state, postcode
- No skew
- No staggering of address
- No extraneous information
- Dark clear type



589 Collins Street, Melbourne 3000

POSTAGE PAID
MELBOURNE
VICTORIA, AUST.
3000

Miss B Jones
36 Park Street
BONDI NSW 2026

Stationery

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Sheet No. 7/33

Reproduction Material and Mechanical Artwork

All artwork and copy to be
reproduced or enlarged **ONLY**
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Manilla type envelopes in 3 sizes

Size 255mm long x 180mm. Form No. 3930
Size 305mm long x 255mm. Form No. 3931
Size 380mm long x 255mm. Form No. 3932

Black print only to be used with a keyline slash in V/Line.



G.105

Stationery

Issued June '86
Sheet No. 7/34

Reproduction Material and Mechanical Artwork

All artwork and copy to be
reproduced or enlarged **ONLY**
photomechanically.

Internal use only envelope

DL size envelope - 110mm x 220mm

Black printing only to be used with a keyline slash in V/Line.
Form No. 3933.



INTERNAL USE ONLY

Use Label G.97 for address

Stationery

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**Reproduction Material and
Mechanical Artwork**
All artwork and copy to be
reproduced or enlarged ONLY
photomechanically.

Internal use only envelope

Manilla type envelope - 266mm x 115mm

Black printing only to be used with a keyline slash in V/Line.
Form No. 3934.

G.101L



INTERNAL USE ONLY

Use Label G.97 for address