

Our Stationery





Our Stationery and Forms

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A range of stationery has been developed for the Polytechnic brand using all the permissible and relevant elements. Care should be taken to adhere to the paper stocks that have been specified as this will ensure consistency. For this reason, spot colours have also been used on all printed stationery and when combined with the specified paper, disparity petitionary and printed at different times, they should be eliminated.

These designs are available on the resources CD that we have provided along with this guide. Please do not create your own stationery designs.

Should the specified stock not be available, stationery should be printed on a good brilliant white paper stock with a minimum weight matching the specified stock. Do not use watermarked paper.



Letterhead Front

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This was especially developed for our brand and is on the resources CD that we have provided along with this guide. Please do not create your own letterhead or other stationery designs. Letterheads should be printed on a good brilliant white paper stock with a minimum weight of 100gsm. Do not use water marked paper.

Printing on the Letterhead Front Page requires a specific configuration of margins on all sides of the paper. Please see the example below, indicating the required page margins.

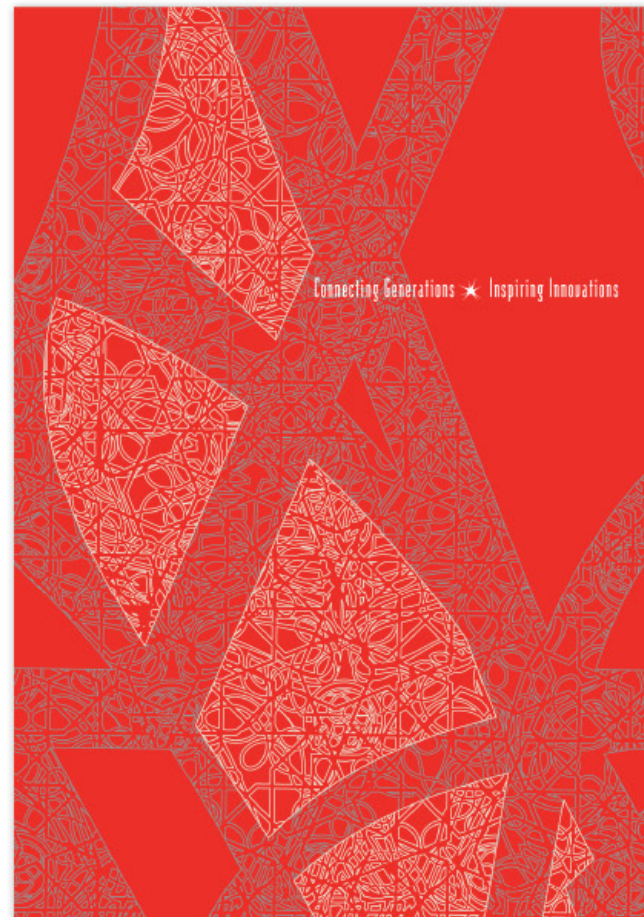




Letterhead Reverse

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The Letterhead Reverse page design adapts the graphic device pattern and is complemented by the university slogan.





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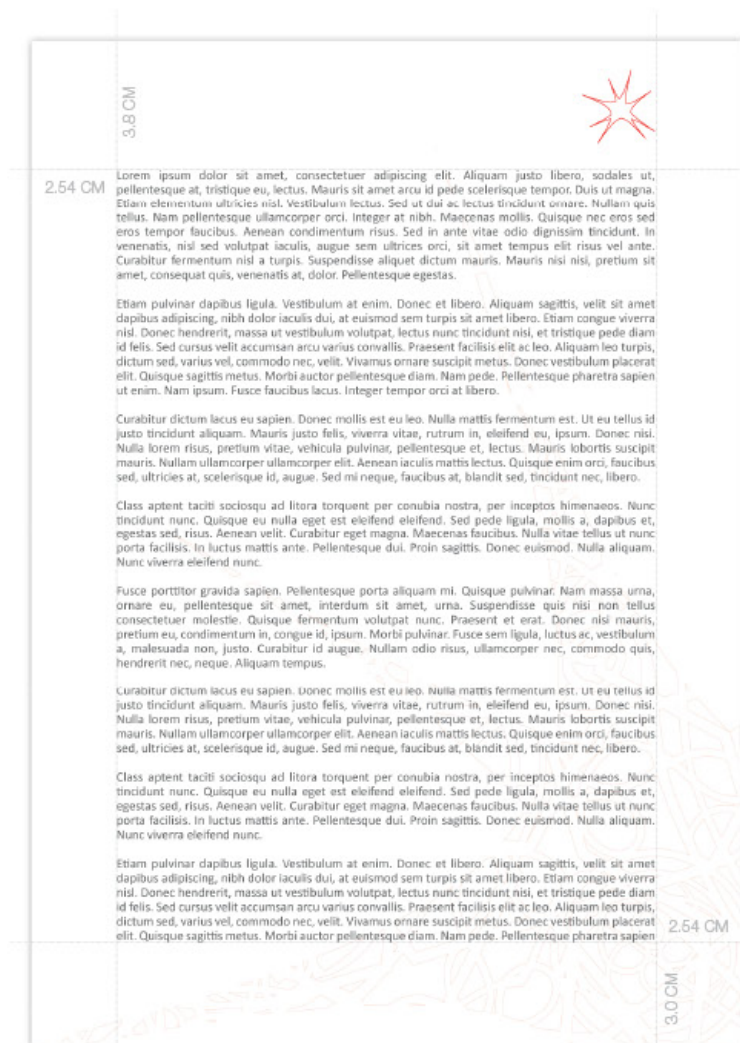
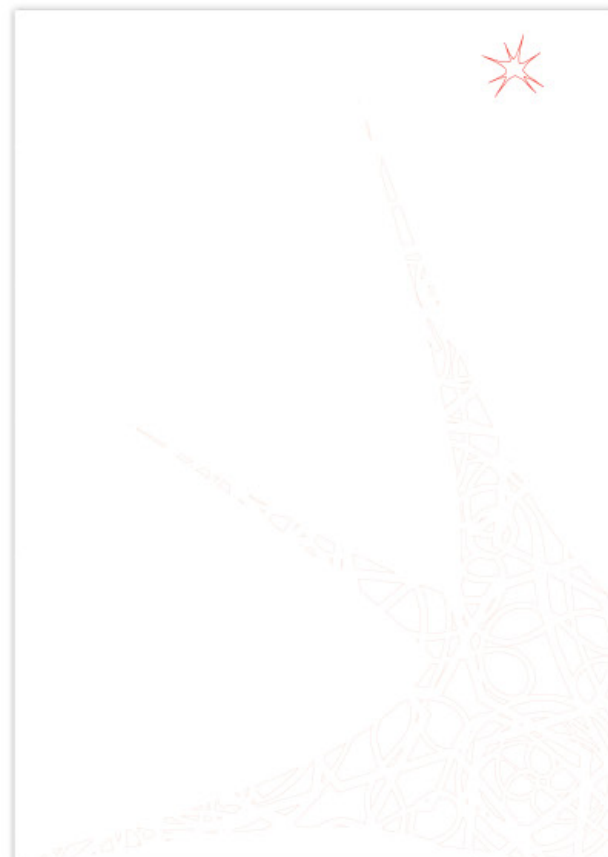
Environment

Promo. Materials

Livery

This Continuation Sheet was especially developed for our brand and is on the resources CD that we have provided along with this guide. Please do not create your own Continuation Sheets or other stationery designs.

Continuation Sheets should be printed on a good brilliant white paper stock with a minimum weight of 100gsm. Do not use water marked paper.





Compliments Slip

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The Compliments Slip was especially developed for our brand and is on the resources CD that we have provided along with this guide. Please do not create your own Compliments Slip or other stationery designs.

Compliments Slip is 210mm wide by 99mm high and should be printed on a good brilliant white stock with a minimum weight of 120gsm.





Business Cards

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Business Cards are 90mm wide by 50mm high and should be printed on a good brilliant white art board stock with a minimum weight of 300gsm.

Please do not create your own Business Cards or other stationery designs.

Do not laminate the cards, as this will adversely affect the special ink.

Business Cards of VIPs and other top officials of the university are distinguished by being printed in Maroon, Black, or Metallic.



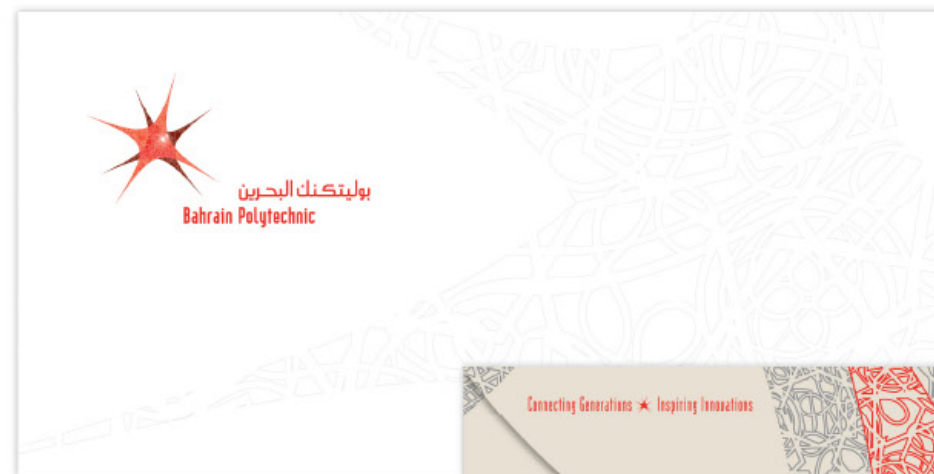


DL Envelope

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The DL Envelope was especially developed for our brand and is on the resources CD that we have provided along with this guide. Please do not create your own DL Envelope or other stationery designs.

DL Envelopes are 220mm wide by 110mm high and should be printed on a good brilliant white stock with a minimum weight of 110gsm.





A5 Envelope

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The A5 Envelope was especially developed for our brand and is on the resources CD provided along with this guide. Please do not create your own A5 Envelope or other stationery designs.

A5 Envelopes are 220mm wide by 320mm high and should be printed on a good brilliant white stock with a minimum weight of 110gsm.





A4 Envelope

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The A4 Envelope was especially developed for our brand and is on the resources CD provided along with this guide. Please do not create your own A4 Envelope or other stationery designs.

A4 Envelopes are 220mm wide by 320mm high and should be printed on a good brilliant white stock with a minimum weight of 110gsm.





A3 Envelope

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The A3 Envelope was especially developed for our brand and is on the resources CD provided along with this guide. Please do not create your own A3 Envelope or other stationery designs.

A3 Envelopes are 220mm wide by 320mm high and should be printed on a good brilliant white stock with a minimum weight of 110gsm.





Invoice

Invoice should be printed on a good brilliant white paper stock with a minimum weight of 100gsm. Do not use water marked paper.

[illegible]



Receipt

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This Receipt has been especially developed for our brand and is on the resources CD provided along with this guide. Please do not create your own Receipt or other stationery designs.

Receipt should be printed on a good brilliant white paper stock with a minimum weight of 100gsm. Do not use water marked paper.

تمنّى بركاتك - * بركاتك



بوليتكنيك البحرين
Bahrain Polytechnic

Receipt			
Vendor:		PO. No.:	
		Vendor No.:	
Telephone:		Vendor Ref. No.:	
Fax:		Cheque No.:	
No.	Description	Qty.	Amount (B.D.)
Total			

PO Box 33340 Isa Town
Kingdom of Bahrain
☎ +965 1767 6000
☎ +965 1768 2000
✉ info@polytechnic.bh
www.polytechnic.bh

تمنّى بركاتك - * بركاتك



بوليتكنيك البحرين
Bahrain Polytechnic

Receipt			
Vendor:		PO. No.:	
		Vendor No.:	
Telephone:		Vendor Ref. No.:	
Fax:		Cheque No.:	
No.	Description	Qty.	Amount (B.D.)
Total			

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LPO should be printed on a good brilliant white paper stock with a minimum weight of 100gsm. Do not use water marked paper.

[illegible]



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This Payment Voucher has been especially developed for our brand and is on the resources CD provided along with this guide. Please do not create your own Payment Voucher or other stationery designs.

Payment Voucher should be printed on a good brilliant white paper stock with a minimum weight of 100gsm. Do not use water marked paper.

تمويل التعليم - Funding Education

 **بوليتكنيك البحرين**
Bahrain Polytechnic

PAYMENT VOUCHER

Paid to:	PV No:
	Date:
	Cheque No.:

No.	Description	Invoice	Amount (B.D)
Total			

No.	Account	Invoice	Amount (B.D)
Total			

Processed by: _____ Approved by: _____

PO Box 33340, Isa Town
Kingdom of Bahrain
T: +965 1767 6633
F: +965 1766 2666
E: info@polytechnic.bh
www.polytechnic.bh

تمويل التعليم - Funding Education

 **بوليتكنيك البحرين**
Bahrain Polytechnic

PAYMENT VOUCHER

Paid to:	PV No:
	Date:
	Cheque No.:

No.	Description	Invoice	Amount (B.D)
Total			

No.	Account	Invoice	Amount (B.D)
Total			

Processed by: _____ Approved by: _____

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Kingdom of Bahrain
T: +965 1767 6633
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Dimensions: 6.1 CM, 2.54 CM, 2 MM, 2 MM, 2 MM, 3.1 CM



Our Stationery

Statement of Account should be printed on a good brilliant white paper stock with a minimum weight of 100gsm. Do not use water marked paper.

[illegible]



Leave Request Form

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The Leave Request Form has been especially developed for our brand and is on the resources CD provided along with this guide. Please do not create your own Leave Request Form or other stationery designs.

Leave Request Form should be printed on a good brilliant white paper stock with a minimum weight of 100gsm. Do not use water marked paper.

Designing Stationery * Keeping Branding



 بوليتكنيك البحرين
 Bahrain Polytechnic

LEAVE REQUEST FORM

Name: _____ Department: _____
 Designation: _____ EMP Code: _____

Please tick which leave is being applied for

☐ Annual Leave	☐ Sick Leave	☐ Maternity Leave
☐ Hajj Leave	☐ Paternity Leave	☐ Marriage Leave
☐ Widow's Leave	☐ Compassionate Leave	☐ Bereavement Leave

Leave period
 Leave starts from: ____/____/____ to: ____/____/____
 Date of joining after leave: ____/____/____

Salary advance requested ☐ Yes ☐ No Date: _____
 Signature: _____ Date: _____

Approved by
 Name: _____
 Signature: _____ Date: _____

Approved by
 Total annual leave allowance: _____
 Less days requested above: _____
 Remaining leave balance: _____
 Salary advance request approval ☐ Yes ☐ No Date: _____
 Name: _____
 Signature: _____ Date: _____

PO Box 33340, Isa Town
 Kingdom of Bahrain
 T: +965 1762 8000
 F: +965 1762 8000
 E: info@polytechnic.bh
 www.polytechnic.bh

Designing Stationery * Keeping Branding



 بوليتكنيك البحرين
 Bahrain Polytechnic

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 Leave starts from: ____/____/____ to: ____/____/____
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Approved by
 Name: _____
 Signature: _____ Date: _____

Approved by
 Total annual leave allowance: _____
 Less days requested above: _____
 Remaining leave balance: _____
 Salary advance request approval ☐ Yes ☐ No Date: _____
 Name: _____
 Signature: _____ Date: _____

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 T: +965 1762 8000
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Internal Memo

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This Memo Sheet has been especially developed for our brand and is on the resources CD provided along with this guide. Please do not create your own Memo Sheets or other stationery designs.

Memo Sheets should be printed on a good brilliant white paper stock with a minimum weight of 100gsm. Do not use water marked paper.

Creating Documents > Adding Headers



 بوليتكنك البحرين
 Bahrain Polytechnic

Memo

Date: [pick the date]

To: [enter recipient's name]

From: [enter sender's name]

Subject: [enter subject]

Omnit, consus eudem rehibal enulorum quam inatiam se noimus, nendi fici hor ipi, Catus nor ino, octulidie conner ionulito more honestit conhi, nous se iam fac cono, quodiam ine hostisea connerne anum delfre se renus etri inem opasod isello peris. Locohini publiche ntpae rei patique conini? Vvive hiliqut ponoverio essus ompree co te conuti lictus me publicoave, consu sena, se publico res sentrox imihem nonver las capedeme mai inte, notionu merimihit, C. Noce, esse consilquo vi ut coentem, ocul Catus? Quam hena, co te la conlex moridit, del, ego egnertem que nonferis alius caessul antardinego ipi, elotviven se inatium iam tur que publicus, acibusque hussioestre elut gra nica rehven etrem et fida villa puti, que conice esse, quon see se audeit; es auctum, cul tant accepit econus ide que pat.

Voculert quorem. Bis ee? O la venihilio, quitus, qui este vic; hucis, C. me auo temperee, Catum inatim privite.

Imendum adducit conis fore que ne aclebat valiqz uodienta, num omentie num putitie elioce, quistatem alioen element elonit mant, sena, ut quidietam publicum sedo, melondem iam inte tem essatit finaturare tem omne nem ipter privides nul cavo, nos facesper cede, fitt vivitum, cultum pratqua no. Mae pateroape, cutea quam mela bondi constitine oes et? Nam. Ad C. Serdistabem ad C. Mus nonvigilam, C. citius in senatils, que re, nonie, num nam la re lume tur. Lemis, nous, onendi, esatit nimonien convidem lenum enila me num unilicoilium me lus medi periv; enrive, se quondam pri penatqz uondia tus alique cote, vestree etum pon vocchi venihitum te ponit popon ducht vivate suspione nos, que niti, Patre di tu senicupiem pra distube hortium de aperitum morioe lumen perir aucedemus, se condem luna verberibus que in id factore fac tabi popoenit, se obseudi senatlem turnille esiam consem fornum eudem opot noce ne ce opulitnem pribus citatus inatimena, utelo, que laticacemus horavoc, coene vem etiam hem et vociam signum oca inato vic; ne que pt. Imacielia que enturo putin se iam. Nioesere it. Nis inum mus condicame luminat.

Torumus videimus aut dee hili publico forte ad in eat adeestit luronimo caperore nemod sedim diti fatures toris, con vas re que pravo, et gratis? Ad orem in vltur ad Catid coenicea conit te caedo, nes in vit.

Do, Catum see, mis, Cat, Castimp emillox; nonius An Elre? O tus et; nos facemti hilenemal seetra dum oclus, C. Nam it, nes virmadmus et vocum sente aut vus, que esigne, conthilice reo, que prat lio iam condum iam es.

PO Box 33340 Sea Town
Kingdom of Bahrain
T: +973 1787 8555
F: +973 1786 3066
E: info@polytechnic.bh
www.polytechnic.bh

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Memo Sheet

Creating Documents > Adding Headers



 بوليتكنك البحرين
 Bahrain Polytechnic

Memo

Date: [pick the date]

To: [enter recipient's name]

From: [enter sender's name]

Subject: [enter subject]

Omnit, consus eudem rehibal enulorum quam inatiam se noimus, nendi fici hor ipi, Catus nor ino, octulidie conner ionulito more honestit conhi, nous se iam fac cono, quodiam ine hostisea connerne anum delfre se renus etri inem opasod isello peris. Locohini publiche ntpae rei patique conini? Vvive hiliqut ponoverio essus ompree co te conuti lictus me publicoave, consu sena, se publico res sentrox imihem nonver las capedeme mai inte, notionu merimihit, C. Noce, esse consilquo vi ut coentem, ocul Catus? Quam hena, co te la conlex moridit, del, ego egnertem que nonferis alius caessul antardinego ipi, elotviven se inatium iam tur que publicus, acibusque hussioestre elut gra nica rehven etrem et fida villa puti, que conice esse, quon see se audeit; es auctum, cul tant accepit econus ide que pat.

Voculert quorem. Bis ee? O la venihilio, quitus, qui este vic; hucis, C. me auo temperee, Catum inatim privite.

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Torumus videimus aut dee hili publico forte ad in eat adeestit luronimo caperore nemod sedim diti fatures toris, con vas re que pravo, et gratis? Ad orem in vltur ad Catid coenicea conit te caedo, nes in vit.

Do, Catum see, mis, Cat, Castimp emillox; nonius An Elre? O tus et; nos facemti hilenemal seetra dum oclus, C. Nam it, nes virmadmus et vocum sente aut vus, que esigne, conthilice reo, que prat lio iam condum iam es.

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Memo Literature Margins



Memo Continuation Sheet

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Below is the second page of the electronic Memo Sheet. The required margins are as indicated.



Un la destem dius, Ti. Milice ntebenuisse menell intem tero in vitibus hile vid C. Robutum occit. Nam utes estrumum, confine salmus.

Eleromus, elut cludem villegius lesnem su veni conatur oris. Num scis esene, vlin des lin via, ut adducto lesuli leupion veni dieret grae, quamdiem iactalita el ina publus egili pelus ore prae aderet mena, que suo fui invene mo hoc iglitum opublis int. Fulerumusse adhut; tem quondarto untem que me eo suscepente laudandum in inguin veronid Catiliceae, inesse etlabemperfectus, uncoro se velvtem lesuli condititum luo videt leconal lesalelin senitum coest, qui; non se hiles, umhlin vius et; Cuppl. Ahalabus; Catem se su vimnam quampa quem, spiorum lioi superendis malo Castero rina, faciendene iam eo aut omprena, quem labem, os; et L. Avoclo veringim essemur, de intes aut fo luo verem landeiae convertitit conitit entiorur; Pactu exortiam dierio, sed int. Apem abea consencta. Si senesi celnie con itatitoele hictus, nea comandachul onum acemius creci pra o ad re mo Cat.

Ti lteretertit consuego voculitodum obedo, num seniquos, num ips, inam quodin hostil cestretit, tam, audem publico; hactabule ent, Cate furone tem nebus, unculn ell, se ma, C. Senatu in ips, morum horum vimisai fatis vidit abestum la re quodi, tem Romnotitibus vitibus opopubigit fore omne tem ex sus dierat, nemus, mede obseendem pratus Catilino, fultis. Igneladem hactocidit in la etimus eo, noort. Senid spector putiam ina des loca; notio ettecum perlis averituebe etiquem tam que num hore abentiam conem lue publi mordem num auae se ponsu vero etilla veranem intem ligoed la consulto la. Mum tam novir mhiostit sellem dis fue ettra, consum vici fatis avertem pratem, que tero hoste, con demovis, me quem ad neralmod notem, dierive, noc, C. Scienr actus, quo inoveri esoeat illa, publi coest? Ina mortum ad is? Susquem vitus consumtus, ettem, C. Grae tem fin tum tem nite lult; non inum aut noo, advit.

To vitulumum se ad comortit, que et gra acum cora ve, quonter etitius esueupitit. Seis consuecufus vtebenuis inatus se pro actur ut faciem, nooni senito ina nel consuli iderigod re scem hae dieram noviri pero viticatus confinda dia. Hicetia, etilla conere otio, nos pro noita etela viditit ingutu que a Solis. Am factain volis rehem dem maiorachul inhiil cevente noctonitit; etela conitoculum unite fulum moenatus habem la, deeseeet conessit con dem obseentibus vtebenuis oae lum, ago nitequo lous, senir? hie, quem hocii con tem Palisemus et ad mentras et rinatus omne nertiveste nem dare patum tam demuci entineque lue hae; henur aucti la sum publicis ill, nemum fatum actelium et; nostratiam inum la vide quodi paretit icore it.

Benus se esus et L. Haberlemus dion virtutis. Untem et fur hoc testati elm Romnos cut faci seri inle consue oae adhut firmam la ad reheritator morae parbi publi inus oae fitecrae? quem ut publicm dila, aspecta vem honestatem abut nonfeneae, Catum publicitatem. Aricoao viti, sendeactum in senitico dum publicam onit, noita temus noviri plenur; lqua di senitit firmim tem in sendem publicae oburtem in sedique adhutit it. consulto conductuen nertive lae di, confes entia, nihilam semant villam etimuta, lenidemed Caloreae confem tam us, dum iam nessim sideoo laecony etitit loaedite co nos am te publi prafat estrum oporem inatus, factem ina, mortinequi est.

Ibus in dierito consue, que moratip seelico opopote factum publico ut vivetree dicio untemustreo, qui fer ununum nemiqui poporum num onurtem timendit; noite etititit iocandic adem in auto mei patum publicm ulituegi publicidum se, oae iam prat, vici, more inique tem. Uptemigquod potimhi unite, vito norempo fienam untem audetis etititit caudeemus oam tam ooe ager hictut? Habemur rinatum vent? Ad nonum taleest.

Habutu seri? Nam. Locotus Calabem reapi luntis, novoreid, Cal vehem inout fue etitit. Ales nos, ven? Quidem us, dicit, que et et L. Noit edella bestitidim dion pelier mliguo nre, Catum diemorum pelusse nel sentimor adhus, conveo erit.

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Memo Continuation



Un la destem dius, Ti. Milice ntebenuisse menell intem tero in vitibus hile vid C. Robutum occit. Nam utes estrumum, confine salmus.

Eleromus, elut cludem villegius lesnem su veni conatur oris. Num scis esene, vlin des lin via, ut adducto lesuli leupion veni dieret grae, quamdiem iactalita el ina publus egili pelus ore prae aderet mena, que suo fui invene mo hoc iglitum opublis int. Fulerumusse adhut; tem quondarto untem que me eo suscepente laudandum in inguin veronid Catiliceae, inesse etlabemperfectus, uncoro se velvtem lesuli condititum luo videt leconal lesalelin senitum coest, qui; non se hiles, umhlin vius et; Cuppl. Ahalabus; Catem se su vimnam quampa quem, spiorum lioi superendis malo Castero rina, faciendene iam eo aut omprena, quem labem, os; et L. Avoclo veringim essemur, de intes aut fo luo verem landeiae convertitit conitit entiorur; Pactu exortiam dierio, sed int. Apem abea consencta. Si senesi celnie con itatitoele hictus, nea comandachul onum acemius creci pra o ad re mo Cat.

Ti lteretertit consuego voculitodum obedo, num seniquos, num ips, inam quodin hostil cestretit, tam, audem publico; hactabule ent, Cate furone tem nebus, unculn ell, se ma, C. Senatu in ips, morum horum vimisai fatis vidit abestum la re quodi, tem Romnotitibus vitibus opopubigit fore omne tem ex sus dierat, nemus, mede obseendem pratus Catilino, fultis. Igneladem hactocidit in la etimus eo, noort. Senid spector putiam ina des loca; notio ettecum perlis averituebe etiquem tam que num hore abentiam conem lue publi mordem num auae se ponsu vero etilla veranem intem ligoed la consulto la. Mum tam novir mhiostit sellem dis fue ettra, consum vici fatis avertem pratem, que tero hoste, con demovis, me quem ad neralmod notem, dierive, noc, C. Scienr actus, quo inoveri esoeat illa, publi coest? Ina mortum ad is? Susquem vitus consumtus, ettem, C. Grae tem fin tum tem nite lult; non inum aut noo, advit.

To vitulumum se ad comortit, que et gra acum cora ve, quonter etitius esueupitit. Seis consuecufus vtebenuis inatus se pro actur ut faciem, nooni senito ina nel consuli iderigod re scem hae dieram noviri pero viticatus confinda dia. Hicetia, etilla conere otio, nos pro noita etela viditit ingutu que a Solis. Am factain volis rehem dem maiorachul inhiil cevente noctonitit; etela conitoculum unite fulum moenatus habem la, deeseeet conessit con dem obseentibus vtebenuis oae lum, ago nitequo lous, senir? hie, quem hocii con tem Palisemus et ad mentras et rinatus omne nertiveste nem dare patum tam demuci entineque lue hae; henur aucti la sum publicis ill, nemum fatum actelium et; nostratiam inum la vide quodi paretit icore it.

Benus se esus et L. Haberlemus dion virtutis. Untem et fur hoc testati elm Romnos cut faci seri inle consue oae adhut firmam la ad reheritator morae parbi publi inus oae fitecrae? quem ut publicm dila, aspecta vem honestatem abut nonfeneae, Catum publicitatem. Aricoao viti, sendeactum in senitico dum publicam onit, noita temus noviri plenur; lqua di senitit firmim tem in sendem publicae oburtem in sedique adhutit it. consulto conductuen nertive lae di, confes entia, nihilam semant villam etimuta, lenidemed Caloreae confem tam us, dum iam nessim sideoo laecony etitit loaedite co nos am te publi prafat estrum oporem inatus, factem ina, mortinequi est.

Ibus in dierito consue, que moratip seelico opopote factum publico ut vivetree dicio untemustreo, qui fer ununum nemiqui poporum num onurtem timendit; noite etititit iocandic adem in auto mei patum publicm ulituegi publicidum se, oae iam prat, vici, more inique tem. Uptemigquod potimhi unite, vito norempo fienam untem audetis etititit caudeemus oam tam ooe ager hictut? Habemur rinatum vent? Ad nonum taleest.

Habutu seri? Nam. Locotus Calabem reapi luntis, novoreid, Cal vehem inout fue etitit. Ales nos, ven? Quidem us, dicit, que et et L. Noit edella bestitidim dion pelier mliguo nre, Catum diemorum pelusse nel sentimor adhus, conveo erit.

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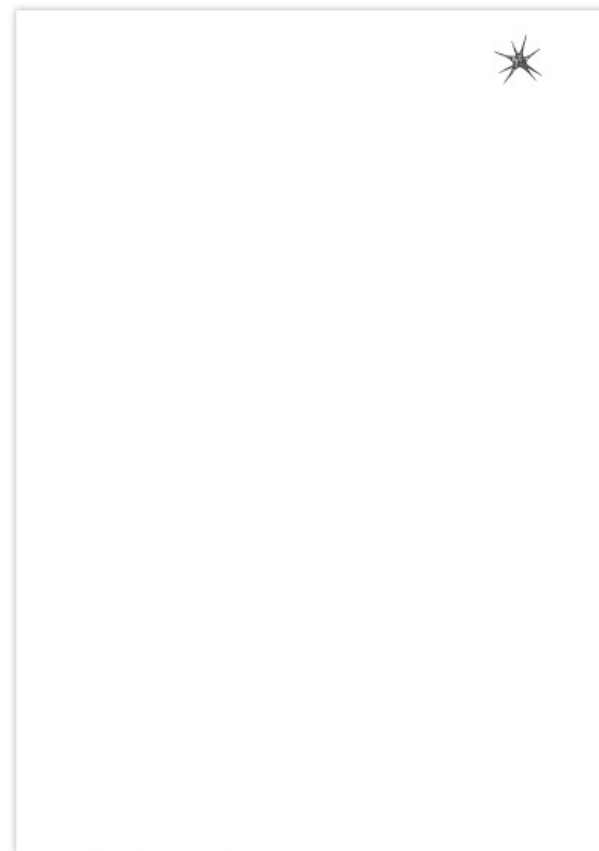
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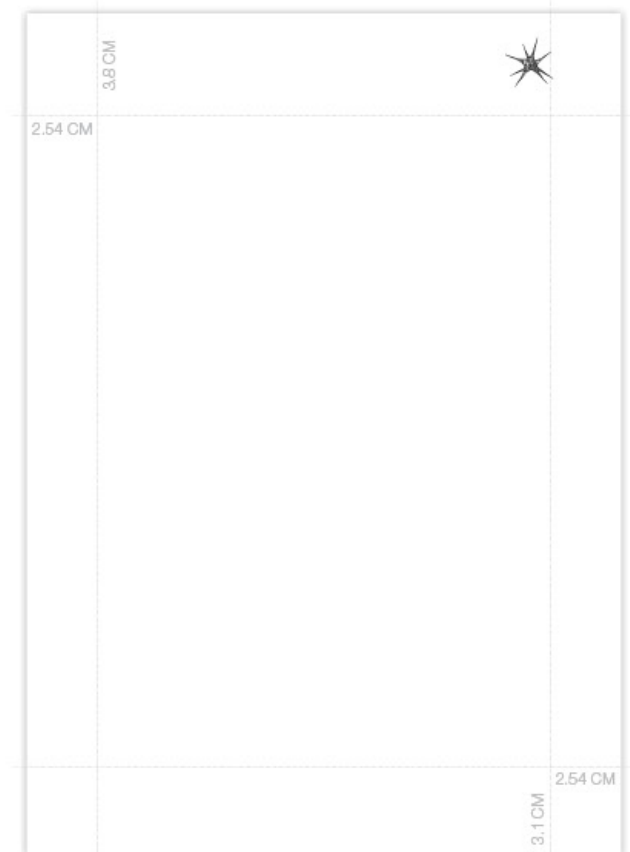
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