




## BUSBA Documents and Templates Guidance

Font/Text	<p><b>Headings - Microsoft Sans Serif, Bold, Underlined, Size 16</b></p> <p><b>Sub-Headings - Microsoft Sans Serif, Bold, Size 12</b></p> <p>Main body - Microsoft Sans Serif, Size 11</p>
Logo	<p>Primary BUSBA logo:</p>  <p>BUSBA background image:</p>  <p>Care should be taken to avoid violating the space around the logo to allow it to stand out. A surround of clear white space is recommended.</p>
Colours	<p>Red: Hex #d2233d / rgb (210, 35, 61) / Hsl (351, 71.4%, 48%)</p> <p>Dark Blue: Hex #003677 / rgb (0, 54, 119) / Hsl (213, 100%, 23%)</p> <p><b>Light Blue: Hex #ebf3ff / rgb (235, 243, 255) / Hsl (216, 100%, 96.1%)</b></p>
Header/Footer	<p>BUSBA Document Header (Portrait):</p>  <p>The above image should be inserted, text wrapping set to “Behind text” and adjusted to fit the width of the document.</p>

BUSA Document Footer (Portrait):

---

The above image should be inserted, text wrapping set to “Behind text” and adjusted to fit the width of the document.

BUSA Document Header (Landscape):



The above image should be inserted, text wrapping set to “Behind text” and adjusted to fit the width of the document.

BUSA Document Footer (Landscape):

---

The above image should be inserted, text wrapping set to “Behind text” and adjusted to fit the width of the document.

**Footers** should contain page numbers on the left and the date last updated on the right (in the format “Month Year”)