



Stationery Reference Sheet

Visionbay.ai Communication System

A concise reference document for stationery-related layout and production specifications, prepared for quick review without requiring the full Communication System master document.

Version V1.1

Core Layout

Logo Positioning & Size

In accordance with the ISO A-series paper standards, Visionbay.ai defines a unified layout system as the foundational structure for all printed materials.

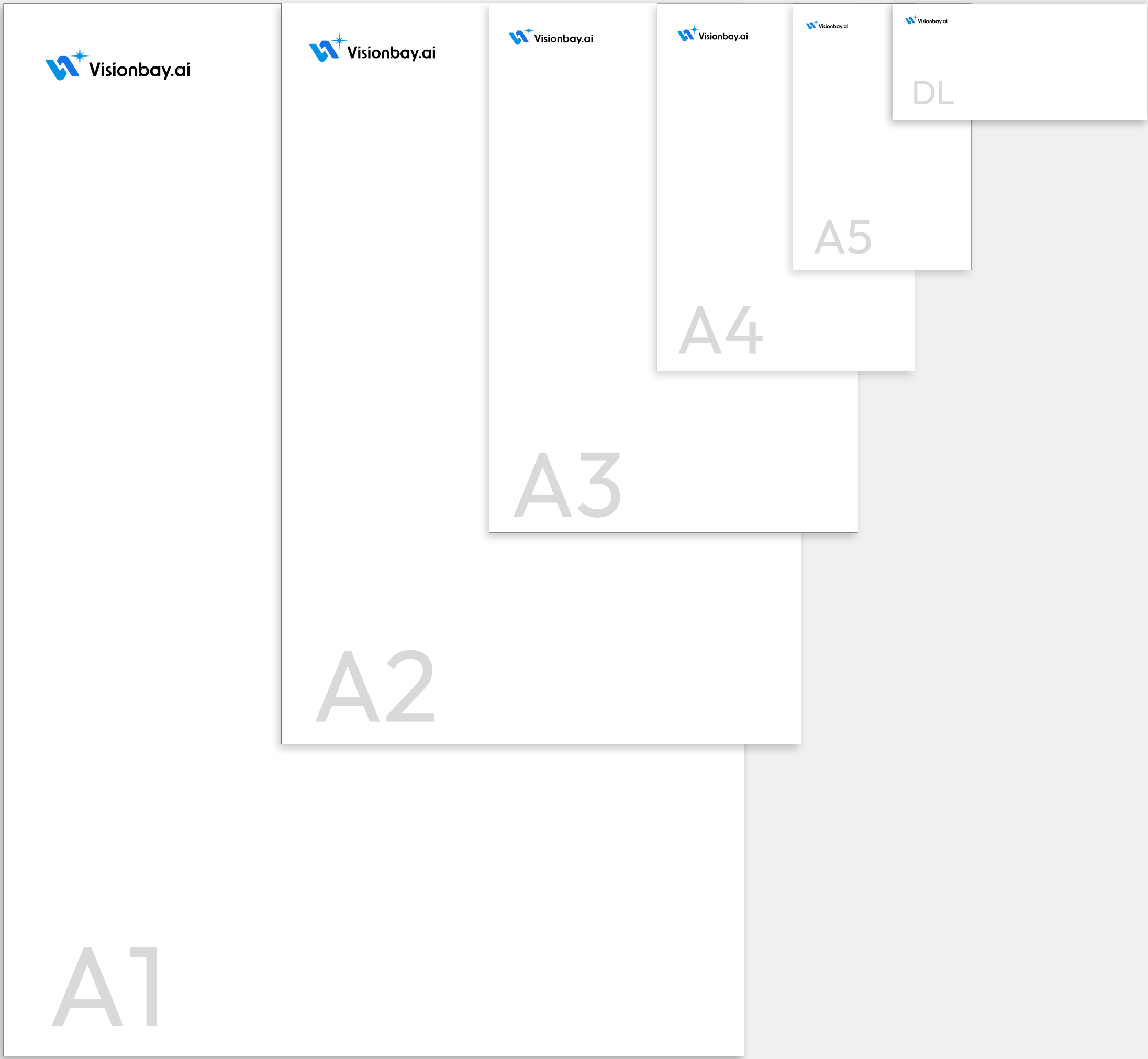
Logo size, margin, and information areas are predefined according to layout size to ensure a consistent visual hierarchy across all formats.

The diagram and reference table on the right should be followed when creating any printed layout.

If a layout size is not listed, select the closest reference size and scale proportionally while maintaining visual balance.

Layout Size	Dimension (mm)	Logo Size (W)	Top / Side Margin
DL/A5	110 × 220	50 mm	13 mm
A4	210 × 297	50 mm	15 mm
A3	297 × 420	68 mm	22 mm
A2	420 × 594	90 mm	30 mm
A1	594 × 841	115 mm	38 mm

Logo offset values may exceed the defined layout margins for optical alignment purposes and should not be interpreted as layout margins.



Business cards

Visionbay.ai business cards follow a clear two-sided system designed to balance information clarity and brand expression.

The system ensures consistency across all personnel while maintaining a refined and professional appearance in formal business contexts.

Front

The front side is dedicated to clear presentation of personal and corporate information, following fixed typographic hierarchy, alignment, and spacing rules for optimal legibility.

Reverse

The reverse side serves as a brand-only surface, featuring Visionbay.ai visual elements exclusively, without any personal or operational information.

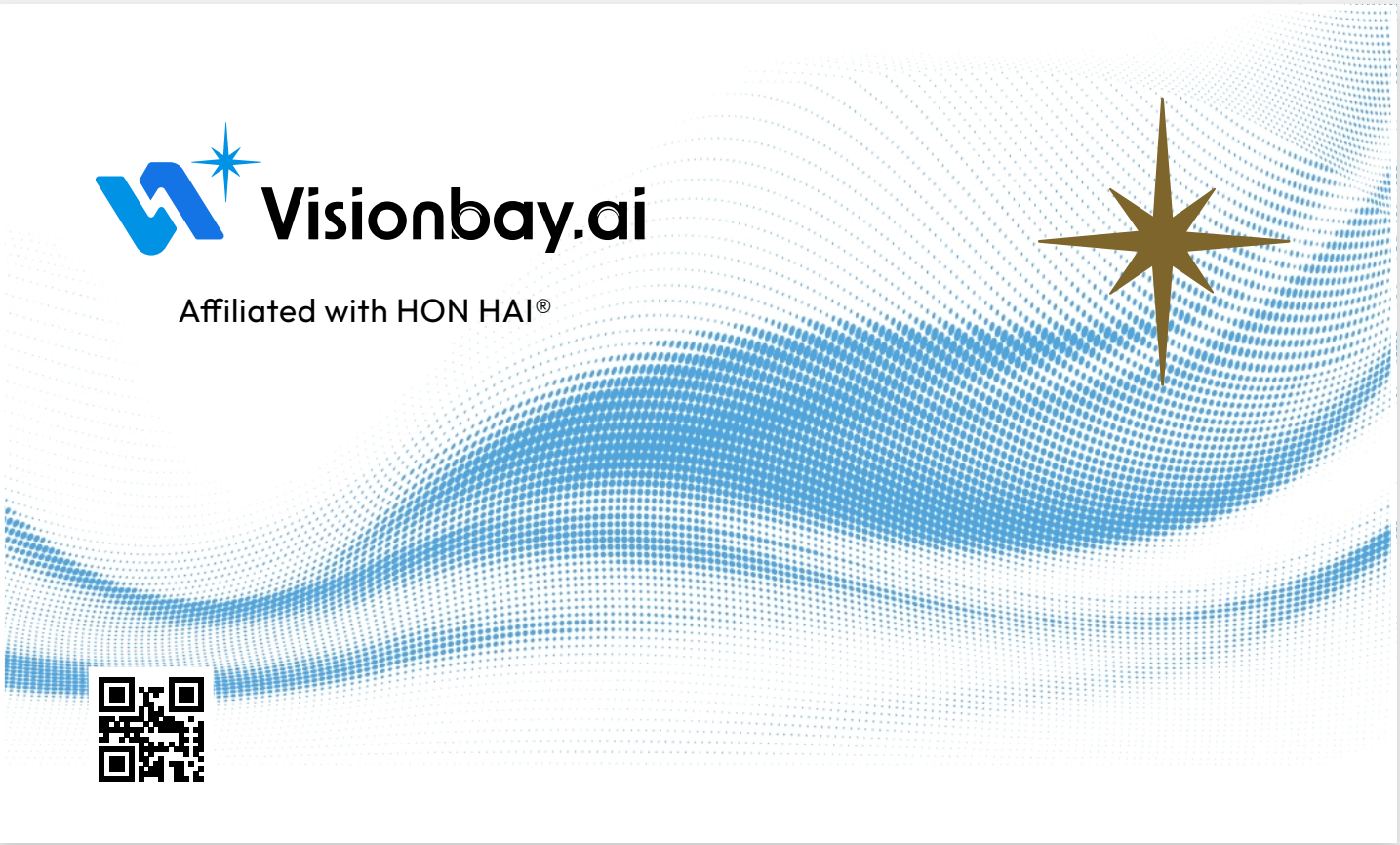
General Rules

- Only officially approved Visionbay.ai logo files, colors, and typefaces may be used.
- Layout proportions, spacing, alignment, and hierarchy must not be altered.
- Adequate contrast must be maintained to ensure print legibility.
- All business cards must be produced according to the official dimensions and print specifications defined in this guideline.

Front



Reverse



Typography & Color Usage

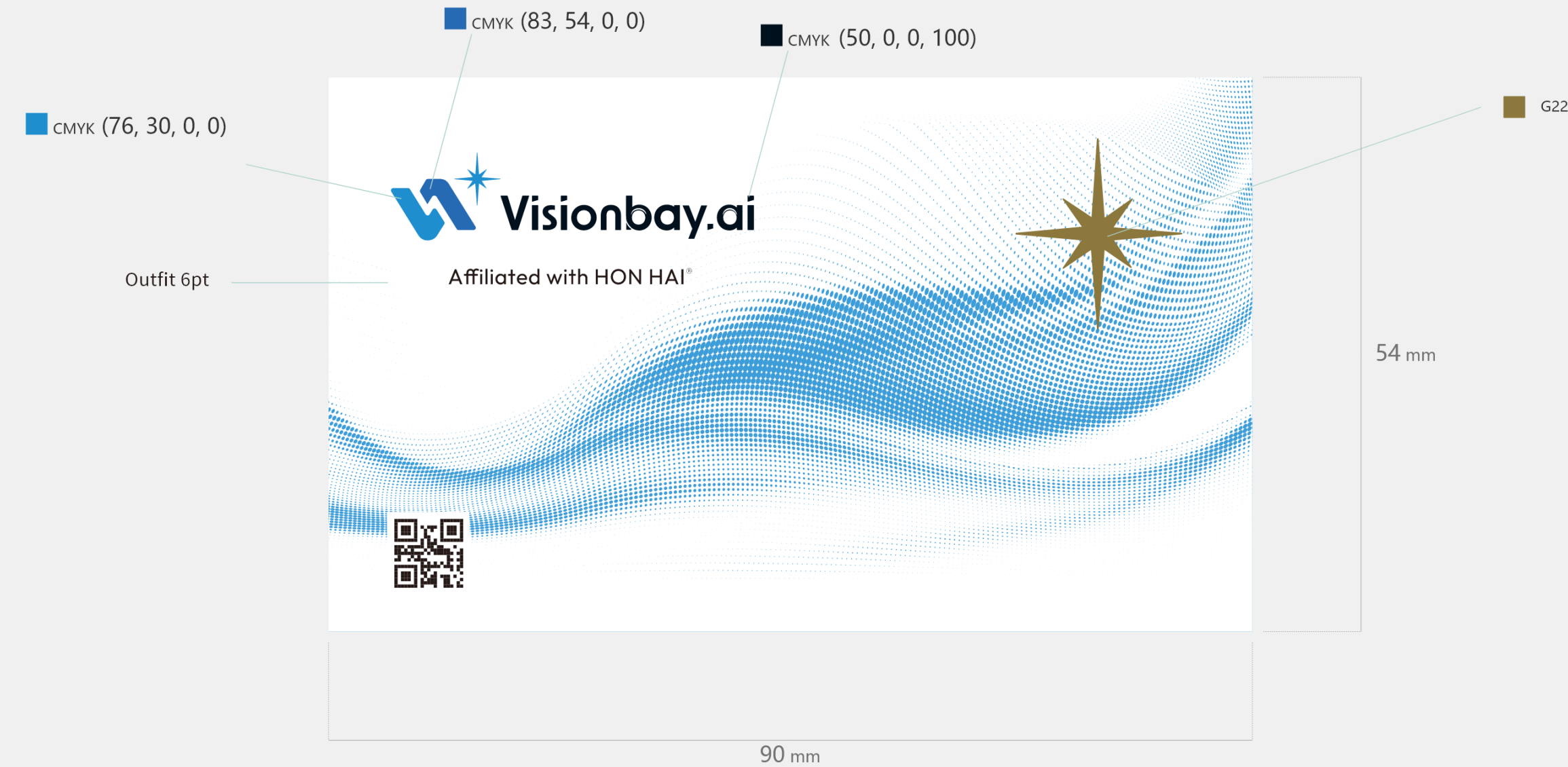
This page defines the approved typographic system and color application rules for Visionbay.ai business cards.

Typography

- English & numerals: Outfit
- Traditional Chinese: Taipei Sans TC
- Font sizes, weights, and hierarchy are predefined for each information level (name, title, contact details, etc.).
- Substitution, resizing, or re-styling of fonts is not permitted.

Color Usage

Only approved Visionbay.ai brand colors may be used. Text, logos, and graphic elements must maintain sufficient contrast against the paper stock. Unapproved colors, gradients, or decorative effects are not allowed.



Layout & Dimensions

This page defines the physical dimensions, layout structure, and safety margins for Visionbay.ai business cards.

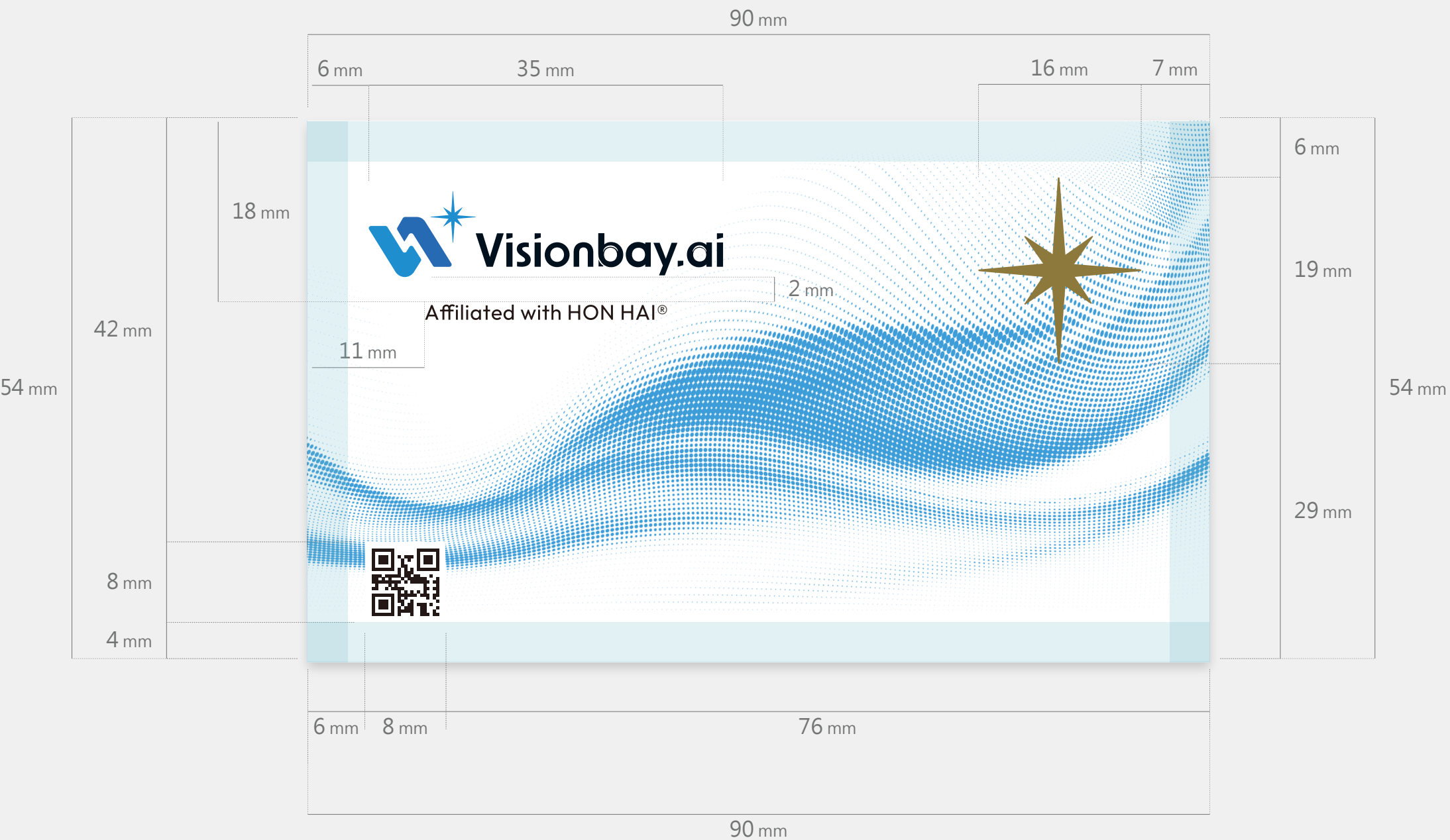
Layout & Dimensions

This page specifies the physical dimensions, layout structure, and safety margins of the business card.

- Final size: 90 × 54 mm (landscape).
- All elements must remain within the defined layout zones and proportions.
- Critical content must stay at least 4 mm inside the

Printing Specifications

- Paper: Ivory Card, 300 gsm
- Ink: Soy-based ink (environmentally compliant)
- Finishing: Hot foil stamping on both front and reverse sides
- Safety Zone: Minimum 4 mm from trim edge



Letterhead

The Visionbay.ai envelope system extends the stationery identity into mailed and enclosed correspondence materials. Each format follows the same structural principles while adapting to different physical dimensions and mailing requirements.

Shared Rules

- All envelope formats must use approved Visionbay.ai logo assets and brand colors.
- Logo placement must remain aligned to the designated identity zone.
- Margins and address areas must remain visually clear and functionally usable.
- Decorative elements must not interfere with mailing information or production requirements.
- Each size variant must preserve the same overall brand logic while adapting proportionally to its format.

Document Size: A4 (210 × 297 mm)



Minimum Safety Margin
Minimum Safety Margin : 15 mm (all sides)
No critical content beyond this boundary.

Measured from the left paper edge
Primary Content Column Start : 22.5 mm (left)
Logo and all body text align to this axis.

Envelope System

The Visionbay.ai envelope system extends the stationery identity into mailed and enclosed correspondence materials. Each format follows the same structural principles while adapting to different physical dimensions and mailing requirements.

Shared Rules

All envelope formats must use approved Visionbay.ai logo assets and brand colors. Logo placement must remain aligned to the designated identity zone. Margins and address areas must remain visually clear and functionally usable. Decorative elements must not interfere with mailing information or production requirements. Each size variant must preserve the same overall brand logic while adapting proportionally to its format.

Layout Notes

Logo placement should remain optically aligned across all envelope formats. Address and postal handling areas must remain unobstructed. The envelope face should preserve a clear hierarchy between identity and operational content. If minor production adjustments are required, the core structure must remain recognizable and consistent.

DL Envelope

The DL envelope format is designed for standard folded A4 correspondence and compact branded mailings. It provides a clean address surface while preserving clear brand recognition in day-to-day stationery use.

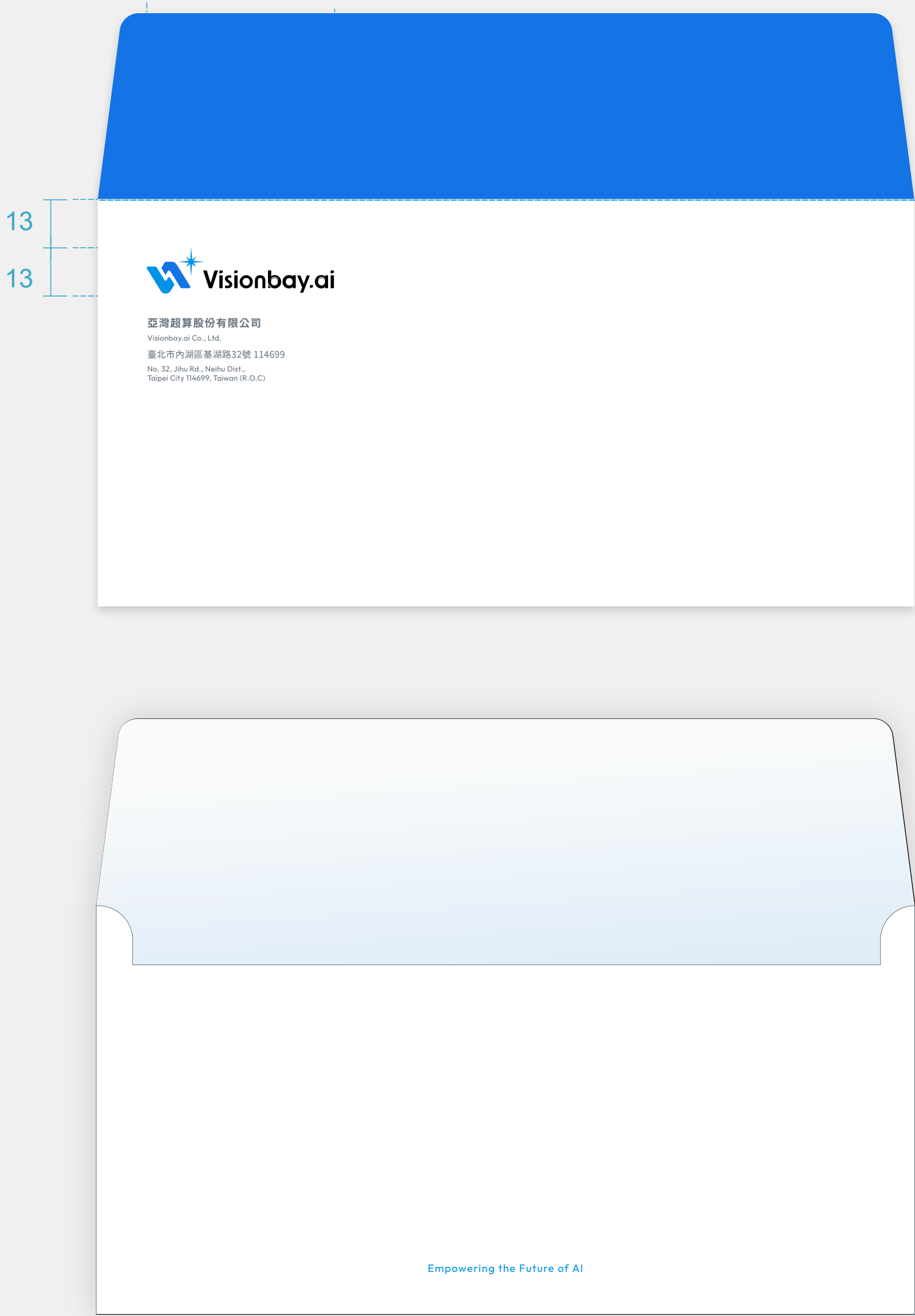
Layout: Front (Address Side)

- The logo column is positioned on the left and aligned to the predefined margin system. Additional graphic elements may be introduced on the front surface only when they do not interfere with address clarity or mailing use.

Reverse / Interior Side

- The envelope exterior must remain white to ensure clarity and legibility for addressing and mailing. The interior lining uses Visionbay Accent Blue to create visual contrast when opened, reinforcing brand recognition without interfering with functional use. Exterior and interior colors must not be interchanged or modified.

Envelope Size :
DL — 220 × 110 mm



C5 Envelope

The C5 envelope format is intended for A5-sized documents and half-folded A4 correspondence. It offers additional presentation space while maintaining consistency with the Visionbay.ai stationery system.

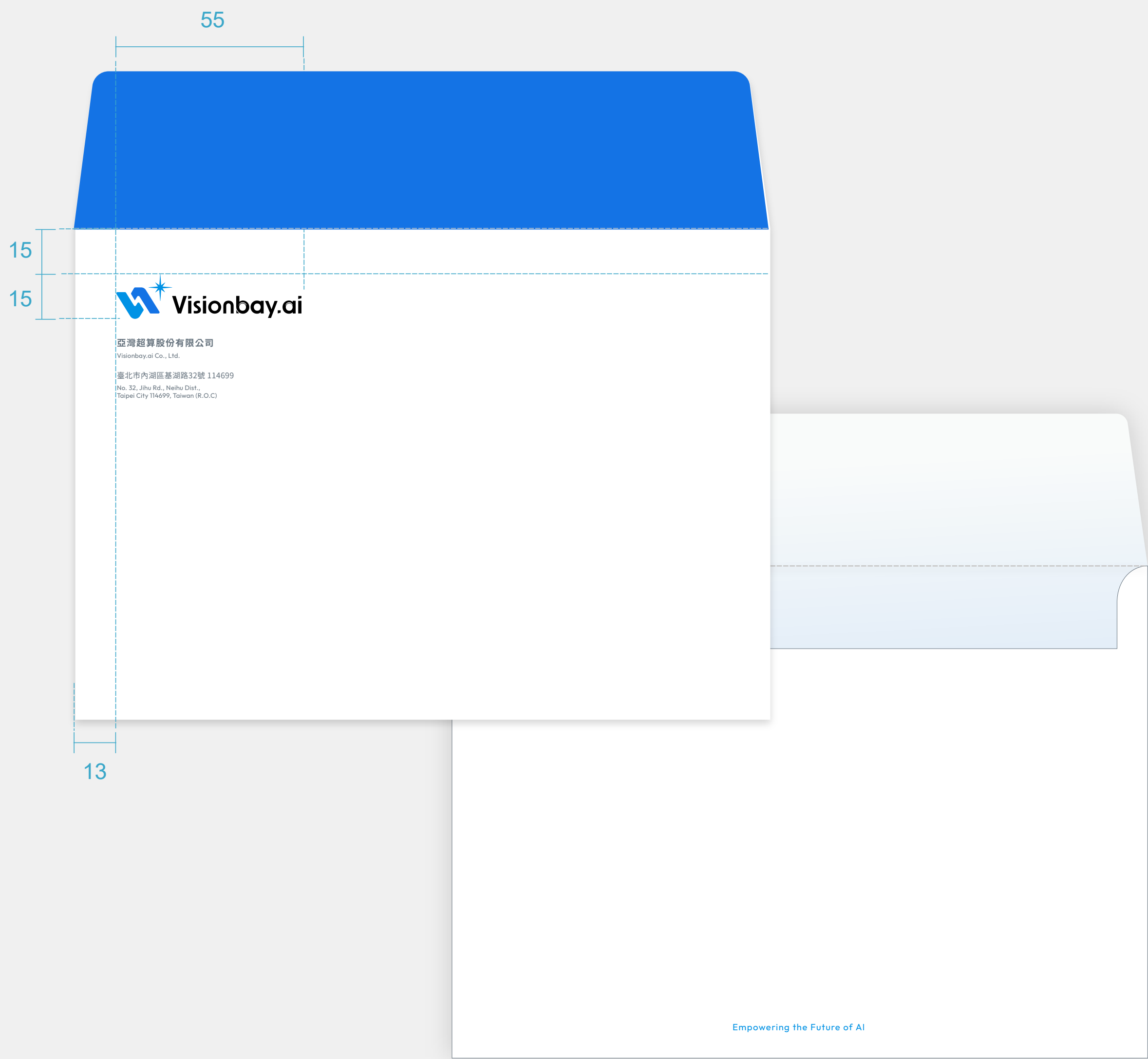
Layout: Front (Address Side)

- The logo is positioned in the upper-left area and aligned to the predefined margin and column system. Additional graphic elements may be introduced on the front surface only when they do not reduce address clarity or functional usability.

Reverse / Interior Side

- The company slogan is positioned in the bottom-center safe area and must follow the approved typography, spacing, and alignment rules. The interior treatment should remain consistent with the broader stationery system.

Envelope Size :
C5 — 229 × 162 mm



C4 Envelope

The C4 envelope format is used for full-size A4 document handling without folding and is intended for formal document delivery where document integrity must be preserved.

Layout: Front (Address Side)

- The logo is positioned in the upper-left area and aligned to the established margin and column system.
Additional graphic elements may be introduced only when they do not interfere with address handling or mailing functionality.

Reverse / Interior Side

- Company information is positioned in the bottom-left safe area and must follow the approved stationery typography, spacing, and alignment standards.
The overall structure should remain consistent with the Visionbay.ai stationery system.

Envelope Size :
C4 — 229 × 324 mm

