

STYLE GUIDE

Branding guidelines for visual and electronic materials

Every point of contact and means of communication are brand-enhancing opportunities. The brand must be held in high esteem and be considered in every development.

Brand and Branding

A brand, in essence, is a promise. It represents a group of people who stand for something. In exchange for customers' buying into that brand, the people behind the brand pledge to deliver its promise.

Marketing's goal is to communicate that promise. It strives to effectively relay the message of the brand promise. A successful marketing campaign clearly communicates the promise, doing so in a believable way and in a manner that is both captivating and personally meaningful. Sometimes the message is overt, sometimes can be subtle. Either can be effective.

Creating and maintaining great brands isn't easy. The establishment of a great brand requires unifying and leveraging "an astounding array of people — leaders, followers, scientists, artists, consultants, engineers, establishmentarians, and revolutionaries." Because of this, lots of brands are okay. Fewer are good. Relatively few are great. The hallmark of a great brand is that it makes great promises, then over-delivers on that promise. Only a small percentage can truly make that claim.

All promises, broken or fulfilled, establish a personal relationship. It's no different with a brand than with a person. You may notice a difference in discussions with friends about the brands they admire. When talking about an okay brand friends mention about the product or the service. When talking about a truly great brand, one to which they pledge allegiance, others talk not just about the product or the service but about the people behind it, regardless of whether they know who those people are. Because they know there had to be someone who was thinking, who understands us, who cares! The promise wasn't just on target with their needs, the promise was exceeded. And we, as human beings, love that.

Style Guide

Our brand can be either enhanced or devalued by our business practices, our interactions with patients, the quality and value of our products and services, and our communications activities.

The focus of this document is to help guide a successful branding program that helps communicate our organization's brand promise. It provides a structure for presenting information logically, clearly and with distinction. That "distinction" — what The Corvallis Clinic stands for in the marketplace — is among our most precious.

The standards and guidelines presented in this manual have been firmly embraced by our leadership teams. By embracing these standards, we can achieve clarity and effectiveness in all visual, printed and electronic communications. Most importantly, such practices will continue to enhance the brand equity of The Corvallis Clinic.

Marketing & Communications

The Corvallis Clinic

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Revised: April xx, 2021

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The Corvallis Clinic

The Corvallis Clinic Name

The corporation's official and legal name is The Corvallis Clinic, P.C. The official name should be used in all legal materials. The Clinic also "does business as" The Corvallis Clinic (P.C. is implied). P.C. in the name is not required for non-legal communications.

First Reference

The Corvallis Clinic (without the P.C.) should be used in all first references, and all visual and printed materials designed for external use. It is appropriate to capitalize both the words "The" and "Clinic" when referring to The Clinic in all second and/or shortened references.

Departments

Individual departments within The Corvallis Clinic benefit most from name identity with the parent organization. The strength of the organization as a whole is a function of the sum of its many departments and services. Creating identities and logos for each individual department is not only impractical and expensive, but it also fragments the strength of the brand. For these reasons, building, department and program names should not have separate logos, but can be used with the parent logo.

Corporate Address

The official corporate address is: 444 N.W. Elks Dr. Corvallis, OR 97330

Authorization for use of names, logos, seals, etc.

The Corvallis Clinic and its verbiage and graphics are registered with the State of Oregon. *Any use of these items for purposes other than those specific to the business of The Corvallis Clinic is prohibited.* Permission for use of these items by any outside entity or profitable venture must be obtained in writing through the Marketing Department.

Logo Hierarchy

Location Logos

The horizontal logo is adaptable for use with Clinic locations. The location text appears flush right under the horizontal logo in Avenir Book in the size ratio shown below.















Department Logos

The horizontal logo is adaptable for use with Clinic departments. The specific department text should appear flush right under the horizontal logo in Avenir Book in the size ratio shown below.







General Guidelines

Logo

The Clinic has two official corporate logos: a horizontal version and a vertical version.





Vertical Logo

These logos are comprised of two parts:

- 1. A double "C" symbol
- 2. The logotype that spells "The Corvallis Clinic™"

Either logo can be used as the legal identifier on all visual and printed materials representing The Corvallis Clinic. Depending on the space available and design, use whichever version of the logo fits best.

Size

For optimal reproduction, the horizontal logo should not be smaller than 2-1/4" wide from the left side of the the double "C" symbol to the right edge of the words "The Corvallis Clinic™. The vertical logo should not be smaller than 1" wide from the left side of the "C" in Corvallis to the right edge of the "s".



Spacing

Because the logo has been designed as a primary identification element, adequate spacing is required around the logo and logotype to maintain clear legibility. A specific grid has been developed that is equal to the top of the cap height of "The Corvallis Clinic™" to the base of the "C" symbol.

The logo must have this minimum space separating it from all other elements, including type and graphics. This is the protection zone. As the size of the logo increases, the dimension of this space will always increase in exact proportion to the protection zone.







Color Palette

Consistent use of The Corvallis Clinic color palette in all marketing and communication materials will help create strong brand recognition among audiences. The primary color, Clinic Blue, corresponds to the color of the logo and should be used most prominently. Secondary colors have been chosen to complement the logo color and can be used sparingly as accent colors. Use the appropriate color builds when creating print and electronic media (i.e. CMYK or Pantone for print, RGB or Hex for digital).

Primary Color: Clinic Blue



PANTONE 3015 C100 M30 Y0 K20 R0 G105 B162 Hex: 0069a2

Secondary Colors (use sparingly as accent colors)



50% PANTONE 3015 C128 M15 Y0 K10 R0 G105 B209 Hex: 80b4d1



PANTONE 145 C9 M64 Y100 K0 R155 G203 B78 Hex: c67326



PANTONE 382 C44 M0 Y90 K0 R155 G203 B78 Hex: 9bcb4e

Logo Colors

To maintain a consistent look, The Corvallis Clinic logo should be reproduced in Clinic Blue (PMS 3015) on a white background. It can also be reversed in white out of a Clinic Blue field. It may be reproduced in black when color is not available.





Vertical Logo in Clinic Blue

Vertical Logo Reversed

Stationery System

Stationery items are the most widely distributed identifying materials representing The Corvallis Clinic. For this reason, a comprehensive stationery system has been developed.

Elements of The Corvallis Clinic's stationery system include formal and informal letterhead, envelopes, business cards, memo pads, nametags, mailing labels, note cards, presentation folders, and electronic identification elements.

The Corvallis Clinic's stationery items should be ordered from vendors associated with The Corvallis Clinic to ensure quality and consistency. Stationery items are available from the Purchasing Department. Unique designs or changes to the stationery system are not permitted.

Formal Letterhead

Formal letterhead is printed with the logo and address information in Clinic Blue on a white paper stock. Design specifications include:

- Address information is flush right and 1/2" from the right edge of the page
- Font is Avenir Roman, 9 point size, 11 points of leading

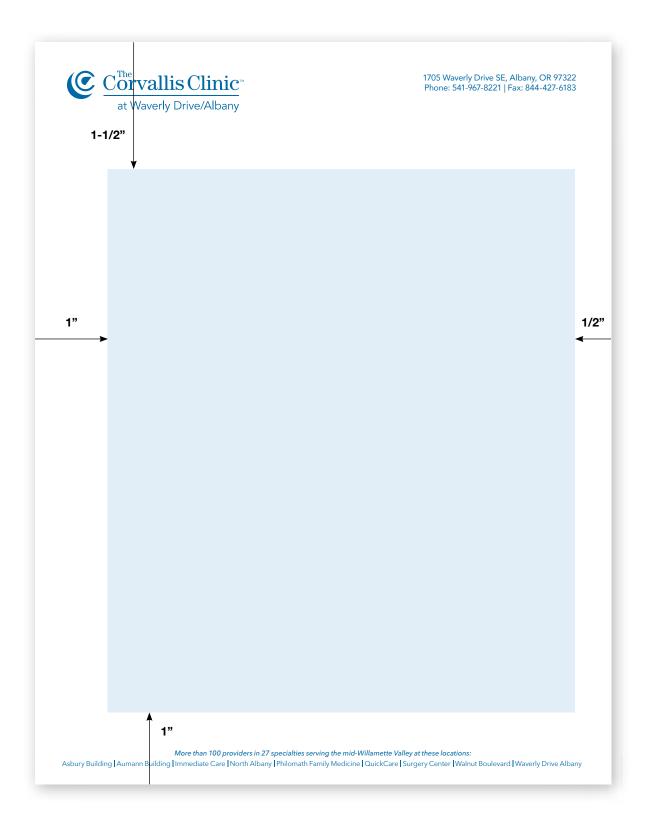
Set up your letter with the following formatting:

- 1. Margins are 1-1/2" from the top and 1" from the left-hand edge of the page. The right margin is 1/2" from the right edge of the paper.
- 2. Letters should be formatted flush left and ragged right and be contained within the margins.
- 3. The recommended typeface for letters is ITC Century or New Times Roman when ITC Century is unavailable. Always typeset letters in a black font.
- 4. If the letter continues to a second page, margins should match those shown for the first page. Be sure to print second pages of the letter on the appropriate letterhead stock.

Informal Letterhead

Informal letterhead is printed in black ink on white paper. This letterhead is used for large mailings of 2,500 or more, when the letter will be photocopied or when it isn't economical to use pre-printed color letterhead. These letters are typically business correspondence rather than a correspondence letter from a physician. The formatting is the same as the formal letterhead.

Formal Letterhead Margins



Formal Envelopes

Formal envelopes match formal Clinic letterhead, printed in Clinic Blue on a white paper stock. To ensure appropriate spacing, colors, and placement, all envelopes are to be ordered through the Purchasing Department.



Design specifications for formal envelopes

- 1. Logo starts 1/4" from the top of the page; logotype starts 3/8" from the left side of the page. The address type is aligned flush right with the right side of the logo and 1" from the top of the page.
- 2. The font for the address is 8.5 point ITC Century Book with 10 point leading.

Business Cards

Business cards are reproduced in Clinic Blue on white card stock. To ensure appropriate spacing, colors, and placement, all business cards must be ordered through the Purchasing Department and approved by a Clinic Supervisor and Administrator. Business card request forms may be found on The Clinic intranet.

Individual information on business cards, such as email address, contact numbers, etc., is appropriate, as long as their inclusion does not change line and margin formats. All special requests should be referred to the Marketing and Public Relations Department.



Card front
One location



Card front Two locations



Card Back

Email Signature

Email signatures follow the layout below using the horizontal logo in Clinic Blue (R0 G105 B162). Use 14 point Helvetica Bold font in Clinic Blue for the sender's name. Use 13 pt Helvetica in black for the remainder of the contact information. The confidentiality notice appears in 11 pt Helvetica font.

(First name) (Last name). (Credential)

Title

(xxx) xxx-xxxx

First.Last@corvallisclinic.com



444 NW Elks Drive Corvallis, OR 97330 Tel: (541) 768-2455

Fax: (541) 757-1847 CorvallisClinic.com



orvanison ne.com

We deliver exceptional medical care with compassion and a commitment to service

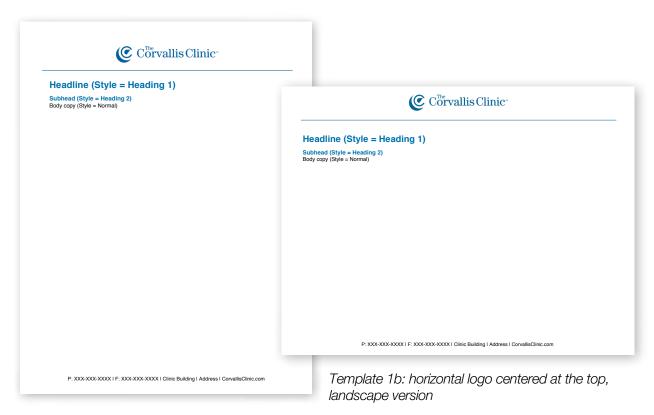
Our Core Values: Compassion, Excellence, Teamwork, Trust

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information or otherwise protected by law. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

Patient Forms and Handouts

When departments need to create patient forms and handouts, there are two design options from which to choose, as shown below.

- 1. For Headlines, use Helvetica Bold 20 pt font in Clinic Blue
- 2. For Subheads, use Helvetica Bold 13 pt font in Clinic Blue
- 3. For body text, use Helvetica 12 pt font in black



Template 1a: horizontal logo centered at the top, portrait version



Vertical logo, top left

Appointment Card

moo.oinilosillsv1oo.www 3128-234 (008) 1 Toll Free. 1 (800) 735-1232 epivies XII Asbury Building, Corvallis The Corvallis Clinic Pharmacy 4821-437 (143). Find-a-Physician.... Flu Clinic Hotline. I .1qO ,8851-487 (148). 737E-737 (143).. 2.40) 754-1283, Opt. 2 Closure Advisory Hotline 8681-467 (148). 8702-887 (148). Class Line... Clinical Research. 6721-437 (143) Billing & Insurance Weekdays: 8 a.m. to 8 p.m., Weekends & Holidays: 10 a.m. to 5 p.m. The Corvallis Clinic Immediate Care... Asbury Building, Corvallis $W_{\rm Polygorg} = M_{\rm Polygorg} = M_{\rm Polygorg}$ 2821-437 (143)...

Working together, we can provide you with great service.

- Be prepared to show your insurance card and identification in case we don't already have it on file.
- Be prepared to make your co-payment at check in. Your insurance company requires we collect co-payments at the time of service. Credit and debit cards are accepted.
- Notify us of changes to your address, phone or insurance.

Thank you for your assistance!



☐ The Corvallis Clinic Asbury Building	(541) 754-1150
☐ The Corvallis Clinic Aumann Building	(541) 754-1150
☐ The Corvallis Clinic at North Albany Village	(541) 926-3441
☐ The Corvallis Clinic at Waverly Drive/Albany	(541) 967-8221
☐ The Corvallis Clinic Philomath Family Medicir	ne(541) 929-2922
☐ The Corvallis Clinic Surgery Center	(541) 754-1254
☐ The Corvallis Clinic Walnut Boulevard	(541) 753-1786 (541) 754-1265
	(611) 161 1206
Your next appointment is: For	(611) (611)
**	

Notecards



Notecard Front



Notecard Back

Employee Name Badge

Name badges help identify providers and employees who work at The Corvallis Clinic, particularly for patients, and are designed to match our corporate brand. They are printed in Clinic Blue with white lettering and the logo. To ensure appropriate spacing, colors, and placement, all name badges are printed through the Human Resources Department, in collaboration with Marketing for the branded template. Name Badge request forms can be found on The Clinic intranet.

Individual information on name badges is specified in The Clinic's Name Badge Etiquette Policy with patients in mind. A photograph (taken by Human Resources), first and last name, minimal credentials and department are required on badges for the benefit of patient awareness. Supplemental pieces, such as code information or service recognition, may be added to the back of an official name badge as appropriate.



Physician Name Badge



Employee Name Badge

Design specifications for Name Badge

- 1. First name, last name, credentials, and department are aligned flush right.
- 2. Photograph is a tight head-and-shoulders picture on a white background.
- 3. Horizontal logo is used on all name badges.

Vendors and Visitors

In compliance with HIPAA, all vendors and visitors are asked to check in with the main information desk or front office reception to obtain a vendor or visitor badge before entering clinical areas.



Vendor Name Badge



Visitor Name Badge

Publications

There are several official publications that represent The Corvallis Clinic. These are maintained by the Marketing Department for consistency of brand look, feel, and message. Departments may order publications for their areas from Purchasing.

All publications must include The Clinic's name and logo. Materials not developed by the Marketing and Public Relations Department must be approved prior to usage.

Brochures

Brochure covers have a Clinic Blue field at the top with the headline reversing out of that field. Color photographic images are preferred over illustrations or clip art. The logo reverses to white out of the Clinic Blue field.



Exceptional Care for Newborns Through Teens

Corvallis Clinic



Understanding Your Medicare Annual Wellness Visit

Corvallis Clinic



Brochure Examples

Pediatrics

Exceptional Care for Newborns Through Teens





ng Kids Healthy

9 Kids Fleatiny
atricians make up the most experienced
the mid-Willamette Valley. They serve
y care physicians for children and
ths, as well as specialty consultants for area
s.

r pediatricians are board certified, assuring and experience you can rely on. The they can provide for your children include:

ations and vaccine counseling ensive treatment for all

complex and chronic illnesses and developmental evaluations

pediatricians practice together cialists who can treat all manner lnesses if need be, you're assured hat's comprehensive, coordinated,

and radiology services are also

Healthy Baby Classes

Healthy daby Classes
Since we believe that knowledge brings comfort and
confidence, we sponsor free Healthy Baby classes.
Our expert pediatricians present these classes
monthly, covering the most important topics for new
mons and dads as well as parents-to-be.

We serve individuals with a variety of needs. Our yee serve individuals with a variety of needs. Our specialists are highly trained and offer confidentiality, specialists are highly trained and offer confidentiality, provided in the special special services of the code of ethics of the American Psychological Association or the American Medical Association.

Mental Health Support

Mental Health Support

Our pediatricians partner with other Clinic provident to address any mental health concerns you or your child may have Licensed psychologists and psychiatriss work closely with your pediatrician to develop the best approach for treating thoughts, feelings, and behaviors that may be affecting your child's overall health.

Committed to Safety
In order to minimize COVID-19 exposure risks,
"Well Child" and "Sick Child" patients are kept
separate. We use different exam rooms for these
visits as an added precaution.

The Best Care in Oregon

The Dest Care in Uregon
We think you'll be pleased to know the Oregon
Health Authority recognizes the Concillis Clinic for
providing the highest level of patient-centered
primary care in the state. So you have all the
advantages of the best in comprehensive care, right
here, conveniently close, where you need it most.

Longest Pediatrics Hours in Town

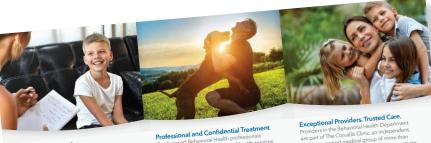
Longest Pediatrics Plours in Town
We know parents are busy and a child's illness
is always a worry. That's why we have so many
appointment options available. We're open 8-6
Monday through Friday and 10-2 on Saturday.

We think you'll find pediatric care at The Corvallis Clinic is great for your children and even better for your schedule.

Our Medical Staff

Our Medical Staff

Our pediatricians are an important part of the comprehensive medical care available to you at the Convallis Clinic, the largest independent, physician-led medical group in the medical request in the pedient with the providers offering medical services throughout 10 focations. Our providers are board certified in 27 specialities, including Pediatrics.



Mental Health Services
Our Behavioral Health providers offer a range
of services to a variety of age groups, from early
childhood to older adults. Our services include
evaluation, psychological testing, counseling, and
therapy to help manage and treat a variety of issues
and problems that affect peoples' lives, including:

- and problems that affect peoples tives, incuming.

 Treatment of depression, avoisely, panic, phobias, and other mental health diagnoses. Psychotherapy for help in the recovery from abuse and treatment.

 Evaluation and treatment of attention deficit disorder and behavior.

 Evaluation services for developmental disabilities, including autism spectrum disorders and learning disabilities.

 Psychological testing of intelligence, orginitive function, and personality or Consultation for and management of eating disorders.

 Assistance in coping with major life changes,

 - Assistance in coping with major life changes, loss, and divorce
 - loss, and divorce

 Adaptation to medical illness and management of chronic pain

 Stress management

 Insomnia treatment

Professional and Confidential Treatment
Our licensed Behavioral Health professionals
emphasize comprehensive mental health services,
backed by the providers, resources, and staff of
The Corvallis Clinic. This unique arrangement
combining medical and behavioral expertise allows
our clinical psychologists to coordinate with your
physician when needed. During difficult imes our
providers are here to assess your situation and offer a
plan for Confidential treatment and follow-up.

We serve individuals with a variety of needs. Our specialists are highly trained and offer confidentiality, understanding, and ensatively to your personal beliefs and values. They adhere to the code of ethics of the American Psychological Association or the American Medical Association.

Exceptional Providers: Trusted Care.
Providers in the Behavical Hability Department are part of The Corvallis Clinic, an independent physician-owned medical Clinic, an independent 100 providers represented throughout our sev mid-Willamette Valley actions. Our providers are board certified in 27 different specialties, including psychology.

Office Hours Monday-Friday, 8 a.m. to 5 p.m.

For established patients, if any emergency occurs during regular office hours, please call 541-754-1280. For after hour emergencies, Th Corvollis Clinic Answering Service may be reak 541-754-1150. In an emergency, the service attempt to contact your thereby conducted your focal hospital or the crisis line for and Benton Countes at 888-232-7192.

Behavioral Health

Comprehensive Mental Health Services

 $oldsymbol{\mathfrak{C}}^{\scriptscriptstyle{ ext{The}}}$ Corvallis Clini $c^{\scriptscriptstyle{\sim}}$



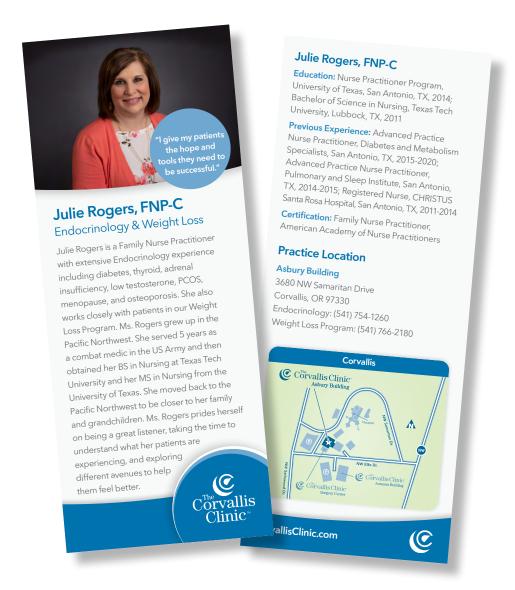
Provider Rack Cards

Provider rack cards display the provider's photo at the top with a quote called out in a blue circle placed in the lower right corner of the photo. The provider's biographical information is featured on the front of the rack card; the provider's education, experience, certifications, and location are included on the back of the rack card along with a location map and phone number for appointments.

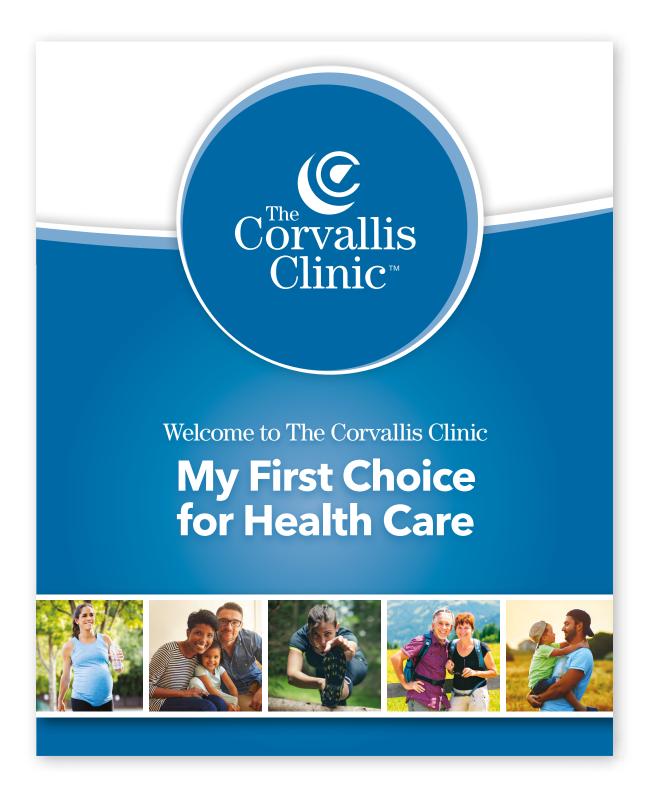
When providers are lacking biographical details, a single-sided design is available. In that case, the formatting is similar, featuring the provider photo and quote, if available, at the top. However, in lieu of biographical information, other pertinent details are listed. These include education, experience, certifications, and location. The location map is omitted due to space constraints.

Rack Card Photo Standards

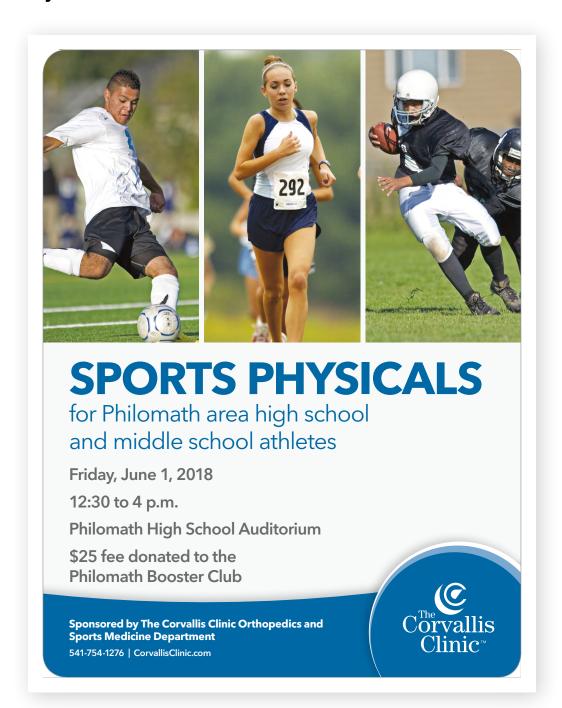
Rack card photos should be taken on a dark background and in a wide format. The provider should be centered in the frame with as much space as possible around their head and shoulders. Ideally, the provider will be looking straight on or slightly to the right (their left) in their portrait.



Presentation Folder



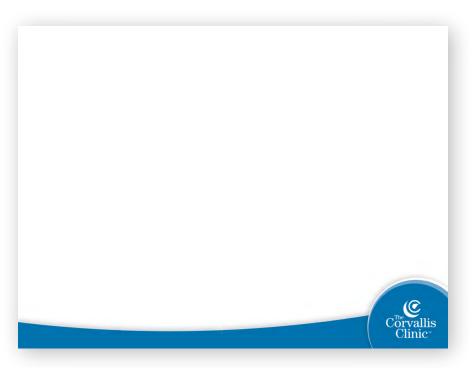
Flyers



PowerPoint Presentation Slides



Title slide

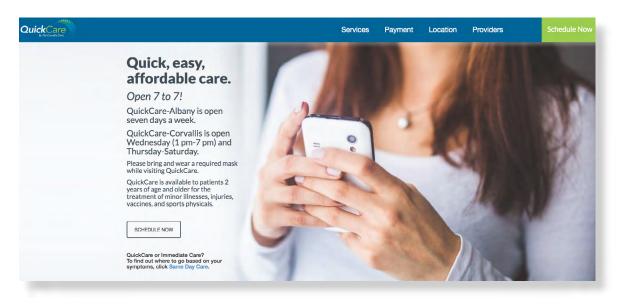


Content slide

Websites

Websites are examples of electronic publications that represent The Clinic in the marketplace. Design and content for The Clinic's websites are the responsibility of the Marketing and Public Relations Department. Information Technology (IT) provides support for the technical aspects for our sites.



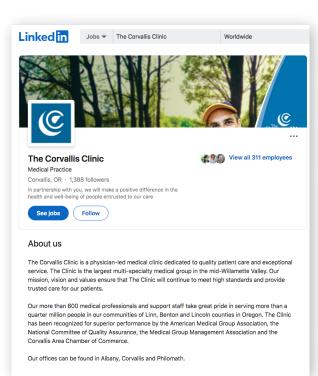


Social Media

Social Media platforms are examples of electronic publications that represent The Clinic and allow for interaction in the marketplace. The Clinic has business pages on social media platforms, including Facebook, Twitter, Instagram, YouTube, and Linkedln. Marketing is responsible for the design, messaging, and administration of our social media sites and maintains processes for monitoring and handling "reputation management" of reviews and other interactive content. Marketing works with Risk Management on interactive content as needed, and assists departments with posting and messaging on social media pages.



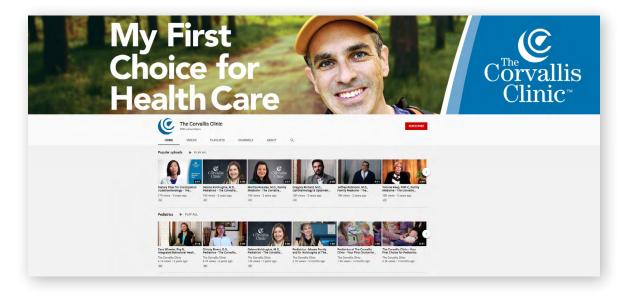
Facebook



LinkedIn



Twitter



YouTube channel

Advertising

Print Ads

Print advertising is developed by the Marketing Department for placement in newspapers, magazines, outdoor venues and other printed materials. The look, feel and message consistency is important to the success of advertising. If you have need to advertise a program, contact Marketing.



Digital Ads

The Corvallis Clinic

Digital advertising comes in many forms, such as AdWords, Pay-per-Click, digital display, mobile and social media advertising. Digital advertising is meant to be interactive and, for this reason, its complexity requires an understanding of digital specifications, navigation, and tracking that is different from print media. Please contact Marketing with your questions about digital advertising.











Rheumatoid Arthritis and Osteoarthritis:

CORVALLISCLINIC.COM

A Corvallis native, Dr. Kolchugina, is interested in all aspects of pediatric care. She is particularly fascinated by the newborn and early childhood periods during which dramatic changes occur in growth and development. "It's amazing for me to see my patients grow and change through all the stages of their childhood." She also enjoys adolescent health and the management of acute and chronic illnesses.

Learn More

Our pediatricians see patients six days a week. We're open Saturday from 10 to 2, and Monday through Friday from 8 to 6. Call to schedule an appointment and make The Corvallis Clinic your first choice for pediatric care today. Pediatrics: 541-754-1278.

https://youtu.be/ue306FHdE7Q



Radio and Television Ads

Broadcast advertising on radio and television can be developed in 30- and 60-second spots. Technical formats can vary and often require expertise of qualified professionals for scripting, voice talent, and quality production. Marketing has access to qualified professionals and can help coordinate projects. A specific musical bed and spokesperson can be part of The Clinic brand for such types of communication. Please contact Marketing for assistance with this type of advertising.

Video Production

Videos promoting The Clinic are an excellent way to provide information about our organization. Video production is complex with phases for concept, scripting, shooting, and post production. Marketing has access to qualified professionals and can help coordinate projects. A specific musical bed and spokesperson can be part of The Clinic brand for such types of communication. Please contact Marketing for assistance with this type of communication.

Signage System

Effective signage can help our customers use our facilities. It can ease customer movement, increase identity, and add service value. Effective signage can provide a clear identity system to help patients perceive a strong positive image about us, and better understand the relationship of our departments. Signage can help build a consistent image graphically, help provide clear information and present our mission and other messages that are valuable for growing our business.

Identity

A clear signage identity system can help patients understand the relationship of all the parts within our organization. Unity in the use of signage, materials, and hierarchies will underscore the organization's image and distinctions with more clarity.

Wayfinding

Consistency with wayfinding will help patients who are not familiar with our sites find their way. Wayfinding provides a hierarchy, or order, that begins as visitors enter the grounds by vehicle and continues to appropriate parking lots, buildings, entrances, and hallways. Too much non-essential information on signage and confusing labels and/or color designations can result in making the meaningful information unclear. Building areas, departments, room usage, and other ID signs help label features for patients as needed for wayfinding and clarity.

Public Relations

In addition to general identity and wayfinding, signing specifically designed for public relation purposes can further project a positive accessible image. Specifically, these would include such items as mission statement, physician photos, patient education displays, and bulletin board displays.

Paper Signage

Policies regarding artwork, wall decorations, and miscellaneous display items are governed by the Clinic's Board of Directors. Artwork policies require that no items be hung on windows or in doorways. All permanent materials such as art hanging, wall paintings, interior decor, and displays must be approved by an ad hoc Art Committee assigned by the Board of Directors.

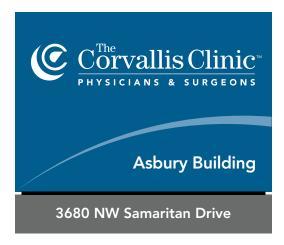
Exterior Signage

To assist patients in finding their way to facilities, exterior signage should follow this order:

- Main Monument Identification Signs
- Secondary Identification Signs
- Traffic Directional Signs
- Building Identification Signs

Main Monument Identification Signs

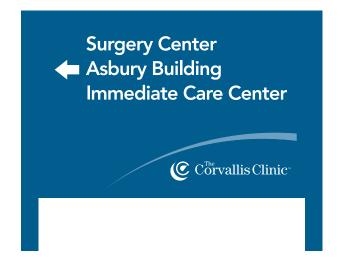


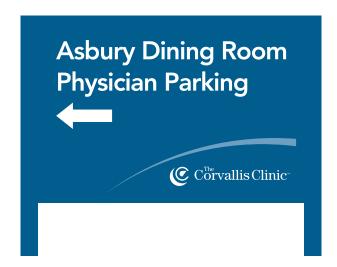




Secondary Identification Signs

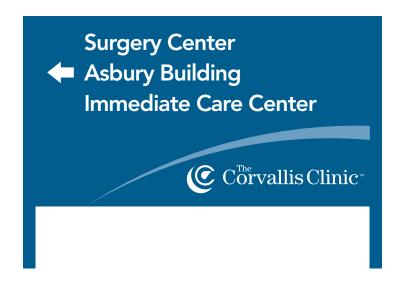






Traffic Directional Signs





Building Identification Signs



Asbury Building



Aumann Building



Surgery Center Building



North Albany Village Building

Interior Signage

To assist patients find their way around our facilities, interior signage should follow this order:

- Main Directory
- Wall Directional
- Department Identification Sign
- Room Identification Signs
- Code Requirement Signs (ADA signage & room numbers)
- Desk Signs

Wall Directional (Modules 10.0, 11.0, 12.0) Signs shown are not actual size.

Wall Directional Signs are available in various lengths to accommodate multiple location needs. The Building name and logo should be identified in the top line. Organize alphabetically by directional sections. Allow space between the directional sections and at the bottom. The font used throughout is Avenir Heavy and should appear flush left. The cap height of the Building name is 3/4". The cap height of the Department names are 1/2".



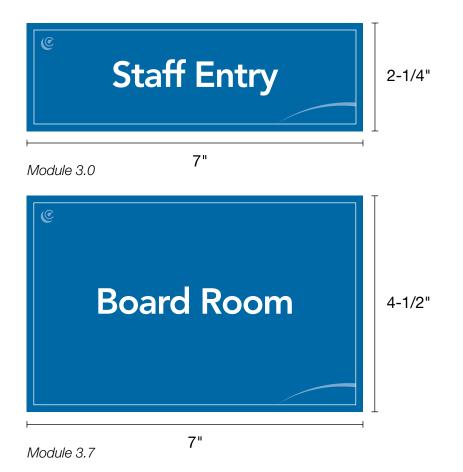
18-15/16"

Module 11.0 11"

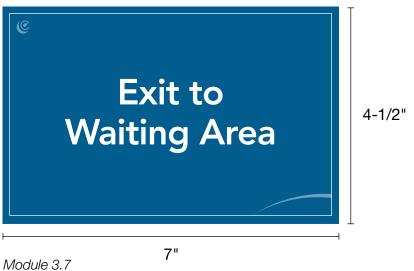
Department Identification Signs (Module 7.24) *Signs shown are not actual size.*The font used is Avenir Heavy and should appear centered both vertically and horizontally. The cap height of the text is 1-1/2" and is reversed out of a PMS 7469 field.



Room Identification Signs (Modules 3.0, 3.7, 4.0) *Signs shown are not actual size.* The font used is Avenir Heavy and should appear centered both vertically and horizontally. The cap height of the text is 1/2" and is reversed out of a PMS 7469 field.



Additional Room Identification Signs (Modules 3.7) Signs shown are not actual size. The font used is Avenir Heavy and should appear centered both vertically and horizontally. The cap height of the text is 1/2" and is reversed out of a PMS 7469 field.

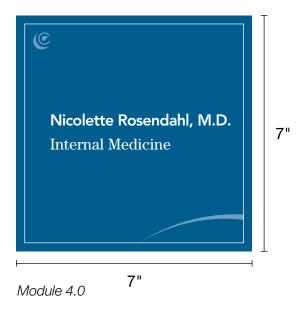




Module 3.7

Office Signs Signs shown are not actual size.

The font used for the Dr. name is Avenir Heavy and should appear flush left. The font used for the Specialty or Title is ITC Century and should appear flush left. The cap height for each line of text is 3/8" and is reversed out of a PMS 7469 field.

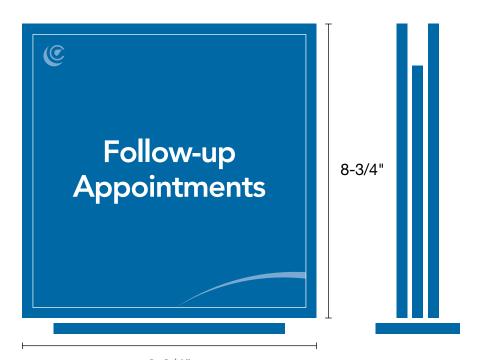


Code Requirement Signs (Modules 4.0, 6.0 ADA) *Signs shown are not actual size.* The font used is Avenir Heavy and should appear centered both vertically and horizontally. The cap height of the text is 3/4" and is reversed out of a PMS 7469 field.

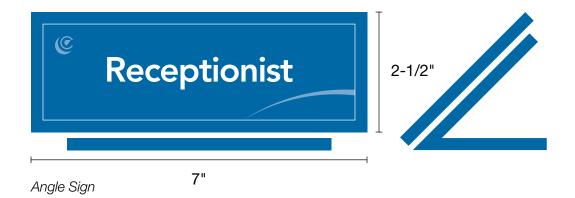


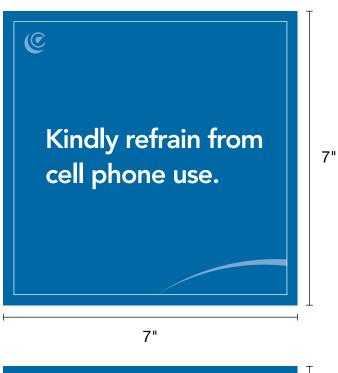
42

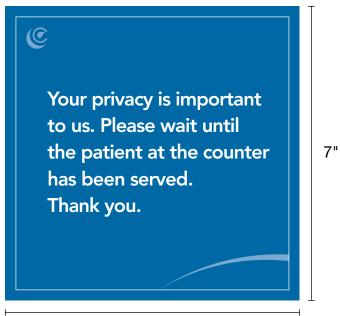
Desk Signs (Module T Sign & Angle Sign) *Signs shown are not actual size.*The font used is Avenir Heavy and should appear centered both vertically and horizontally. The cap height of the text is 1/2" and is reversed out of a PMS 7469 field.



Module T Sign

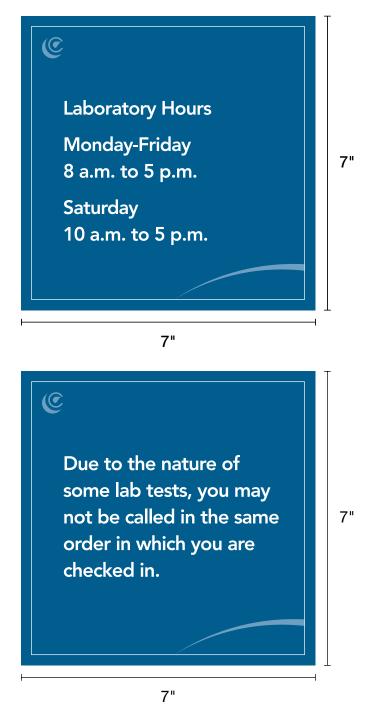


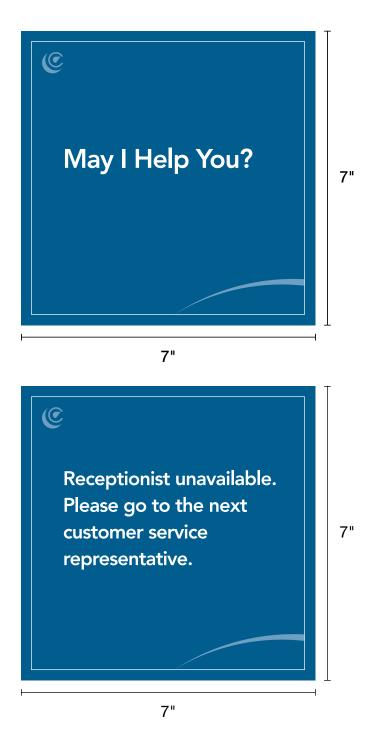


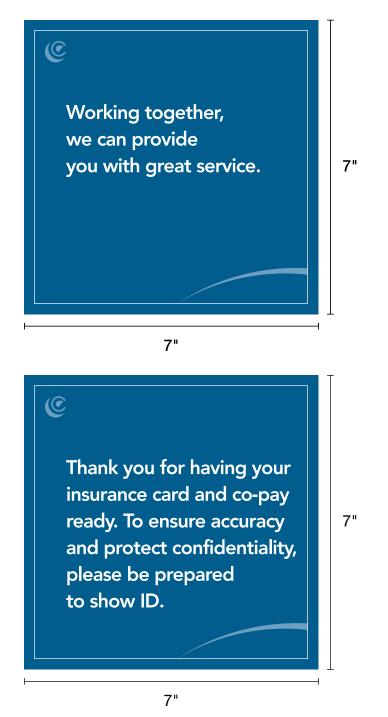


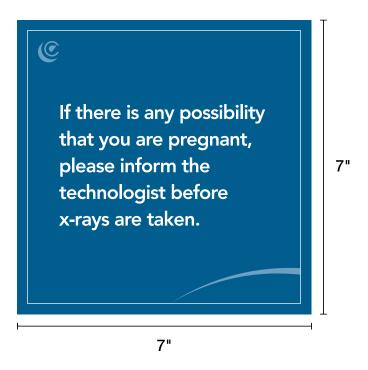
7"

44









QuickCare - General Guidelines

Logo

This is the preferred orientation of the QuickCare logo.



In situations where the width is confined, a more vertical orientation of the QuickCare logo can be used.



One-color Logo

A one-color version of the QuickCare logo also exists. This one-color version should either print in 100% PMS 3015 blue, black or reverse out of a colored field in white.



Color substitution

The following process build can be used in place of PMS 3015 Blue: 100% Cyan, 30% Magenta, 0% Yellow and 20% Black.

QuickCare Stationery System

Stationery items are the most widely distributed identifying materials representing a corporation. For this reason, QuickCare's stationery system is a key component of its identity program.

Elements of QuickCare's stationery system include business cards, #10 envelopes, letterhead, notepads, name badges, rack cards (stuffers) and a presentation folder.

QuickCare stationery items should be ordered from vendors associated with The Corvallis Clinic to ensure quality and consistency. Stationery items are available from the Purchasing Department. Unique designs or formatting of stationery are not permitted without prior approval.

QuickCare Business Cards

QuickCare business cards match the letterhead and envelopes and are printed in four-color process plus PMS 3015 on a white colored card stock. To ensure appropriate spacing, colors and placement, all business cards must be ordered through the Purchasing Department and approved by a Clinic Supervisor and Administrator. Business card request forms may be found on our Clinic intranet.

Individual information on business cards, such as email address, contact numbers, etc., is appropriate, as long as their inclusion does not change line and margin formats. All special requests should be referred to the Marketing and Public Relations Department.



Card Front



Card Back

QuickCare #10 Envelopes

QuickCare #10 envelopes match the letterhead and business cards and is printed in four-color process plus PMS 3015 on a white envelope stock. To ensure appropriate spacing, colors and a placement, all envelopes are to be ordered through the Purchasing Department.



QuickCare Letterhead (shown on the next page)

QuickCare letterhead matches the business cards and envelopes and is printed in four-color process plus PMS 3015 on a white colored paper stock.

- 1. Address information is centered and reversed out of a PMS 3015 field at the bottom of the page
- 2. Margins are 2" from the top and 1" from the left-hand side of the page
- 4. Letters should be formatted flush left and ragged right and be contained within the 3/4" right-hand margin and 1-1/4" from the bottom margin.
- 5. The recommended typeface for letters is Avenir Book or Arial Regular when Avenir Book is unavailable.
- 6. If the letter continues to a second page, margins should match those shown for the first page. Be sure to print second pages of the letter on the appropriate letterhead stock.

2"

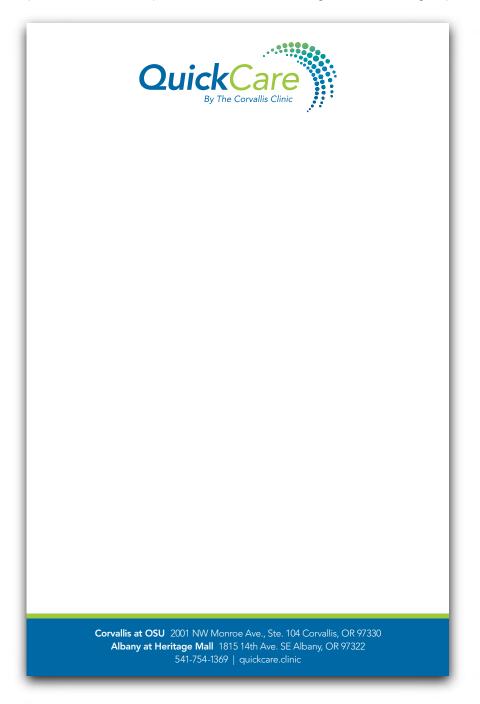


1"

3/4"

QuickCare Notepad

QuickCare notepads match the other stationary components and are printed in four-color process plus PMS 3015 on a white envelope stock. To ensure appropriate spacing, colors and a placement, all envelopes are to be ordered through the Purchasing Department.



QuickCare Name Badge

Name badges help identify providers and employees who work at QuickCare, particularly for patients, and are designed to match the corporate brand. They are printed in four-color process plus PMS 3015. To ensure appropriate spacing, colors and placement, all name badges are printed through the Human Resources Department, in collaboration with Marketing for the branded template. Name Badge request forms can be found on the Clinic intranet.

Individual information on name badges is specified in The Clinic's Name Badge Etiquette Policy with patients in mind. A photograph (taken by Human Resources), first and last name, minimal credentials and department are required on badges for the benefit of patient awareness. Supplemental pieces, such as code information or service recognition, may be added to the back of an official name badge as appropriate.



Type specifications for QuickCare Name Badge

- 1. All type specifications and margins are shown above
- 2. First & Last Name, Credentials, and Department are centered below the provider photo.
- 3. Photograph is a tight head and shoulders image tinted blue on a white background.
- 4. A ghosted image of the QuickCare logo mark appears on the badge.
- 5. The QuickCare logo is used on all name badges.

QuickCare Rack Cards (Stuffers)

Rack Cards or Stuffers for QuickCare feature the QuickCare logo at the top with changing messaging below. Clinic hours are highlighted in a green circle. The tagline "QuickCare. Feel Better. Faster." is bumped up Avenir Heavy font size and appears in PMS 3015 blue.



QuickCare Presentation Folder





The Corvallis Clinic is a physician-led medical clinic dedicated to quality patient care and exceptional service. The Clinic is one of the largest multi-specialty medical groups in the mid-Willamette Valley.