

Institutional Stationery

AMSODE's institutional stationery brings together correspondence, professional identification, distinctions and meeting materials. The approved examples are based on the organisation's actual references, with the official logo, a consistent information hierarchy, appropriate margins and continuity between the institutional blue and green.

7.1 · General rules

The official logo, validated institutional contact details and a clear hierarchy must appear consistently on correspondence. Badges, business cards, certificates and nameplates are personalised for each use. Sample fields are not valid identification details; the competent AMSODE departments authorise named documents and their circulation.

Official correspondence

The letterhead positions the official logo in a clear area and leaves sufficient space for the text. The watermark must remain discreet; contact details and the authorised signatory must be checked. An official letter clearly separates the reference, recipient, subject, body and signature.

Email signatures and production

The email signature must be checked in the email clients used by AMSODE. Envelope dimensions, folder cuts, folds, creases and bleed margins must be confirmed with the production supplier.

Identification and distinctions

Staff badges are personal. Photographs, job titles, staff numbers and any blood-group information are governed by internal authorisations. Certificates and diplomas must state a verified reason for the distinction and identify the authorised signatory.

Desk nameplates and place cards

The printed insert and the acrylic holder are separate items. Confirm the insert dimensions against the holder before printing or producing conference nameplates.

7.2 · Official correspondence and folders

Approved model	Specification and use	Working format
A4 letterhead	Official logo, validated contact details and adequate writing space.	Editable Word
Official A4 letter	Reference, recipient, subject, body and authorised signatory.	Editable Word
Email signature	Personalise and check in the actual email client before use.	Consultable model and Word reference
Institutional envelope	Defined sender and recipient areas; confirm production dimensions.	PDF
Institutional folder	Reference size 230 × 320 mm ; confirm cutting and creasing with the supplier.	PDF

7.3 · Institutional distinctions

Approved model	Specification and use	Working format
Certificate of Merit	Named award with a documented reason, date and authorised signatory.	Editable Word and PDF
Diploma of Recognition	Distinction based on verified facts and the appropriate authorisation.	Editable Word and PDF

The wording and signatory must match the distinction actually awarded; historical example names and signatures are not part of reusable templates.

7.4 · Professional identification

Approved model	Specification and use	Working format
Staff badge	54 × 86 mm , front and back; printed personal data only after approval.	PDF reference
Business card	85 × 55 mm , front and back; validated professional contact details.	PDF reference

A sample barcode is not a working staff identifier. Never publish actual staff numbers or sensitive details in a public example.

7.5 · Meetings and representation

Approved model	Specification and use	Working format
Acrylic desk nameplate	Flat printed insert 297 × 105 mm ; the transparent holder is shown in the web preview.	Editable Word and PDF insert
Standard place card	Personalised insert 100 × 60 mm .	Editable Word and PDF insert
Event place card	Personalised insert 120 × 70 mm , showing name, role and organisation.	Editable Word and PDF insert

Consultation and downloads: colleagues may view the approved layouts in the portal. Only the authorised PDF and editable Word files are offered for download; HTML is not a downloadable deliverable.