Graphic Charter

January 2009





Graphic Charter January 2009

PROMOTING GEOSERVICES' IMAGE

Promoting a strong, clear image of Geoservices to our clients, future coworkers and partners requires consistency and unity. These two concepts are expressed both inside and outside the company by simple, powerful, identifying signs of recognition.

This new graphic charter presents the rules that apply to our image, which we must respect in order to work together to promote our company's image.

Graphic charters are designed to respond to all image-related questions at a given time, yet they can evolve and adapt to new situations, just like the company does. For this reason, the Communications Department is always available to respond to your needs.

Count on us to help you in your work, and we will count on you to work together with us to promote Geoservices' image.

Frédéric Fougerat Communications Director

ANY USE OF ELEMENTS FROM THE GRAPHIC CHARTER MUST FIRST BE APPROVED BY THE GROUP'S COMMUNICATIONS DEPARTMENT

CONTENTS

1 Core elements

Logotype - rules for use	5
Planet image	13
Website address	15
Banners	16
Typography	17

2 Stationery

Business card & correspondence card - Geoservices	19
Business card & correspondence card - other	
Group companies	20
Letterhead - Head Office	21
Letterhead - Geoservices Equipements S.A.S.	22
Letterhead - Naphta Services S.A.	23
Letterhead - example of other Group companies	24
Letterhead - example of page layout	25
White window envelopes	26
Fax transmission sheet	27
Memo	28
PowerPoint templates	29

3 Communication

Colour palette	34
Online communication	35
Communication by object	38

4 Documents & Printing

Brochures	40
Company magazine	41
Press advertising	42

5 Registered trademarks, brand names

Rules for writing brand names	44
Examples of brands	45

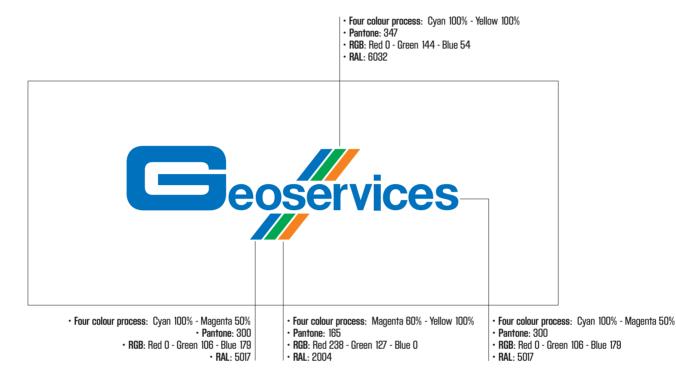
6 HSEQ

Logotype - rules for use	47
	77

CORE ELEMENTS

THE LOGOTYPE

The logotype must always be reproduced from the original file (Illustrator – .ai –, Jpeg, Gif). It must never be modified, reassembled, recreated, deformed, retouched, or changed in any way.



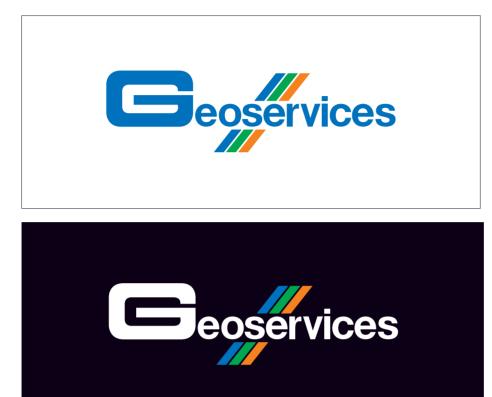


MINIMUM LOGO SIZE

The Geoservices logo should not be smaller than 18 mm in width.



NOTE: HERE ARE TWO LOGOTYPES TO BE USED IN PRIORITY



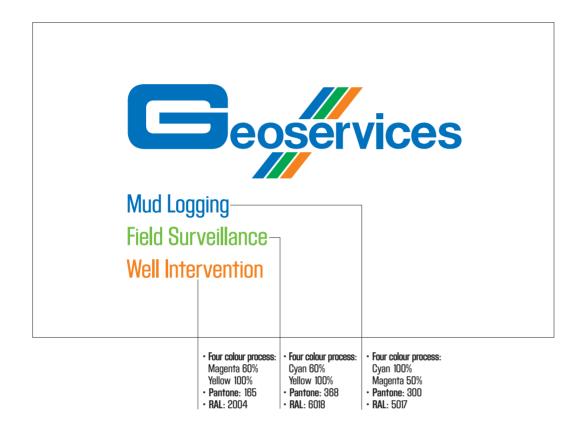
OTHERWISE, AND ONLY AS PART OF ONE-COLOUR PRINTING



LOGOTYPE WITH GEOSERVICES' THREE ACTIVITIES

The logotype with the three activities must always be reproduced using the original graphic file. They cannot be modified. The green of "Field Surveillance" differs from the logotype green in order to create a dynamic image, to make it more legible, and to give it a more technological dimension (Internet).

The logotype with the three activities is for commercial use.



MINIMUM LOGO SIZE

The Geoservices logotype accompanied with the names of the three activities should not be smaller than 29 mm in width.



LOGOTYPE WITH GEOSERVICES' THREE ACTIVITIES

The logotype and the three activities must always be reproduced using the original graphic file. It cannot be modified. The green of "Field Surveillance" differs from the logotype green in order to create a dynamic image, to make it more legible, and to give it a more technological dimension (Internet).

The logotype with the three activities is for commercial use.





MINIMUM LOGO SIZE

The Geoservices logotype accompanied with the names of the three activities should not be smaller than 29 mm in width.



LOGOTYPE WITH GEOSERVICES' THREE ACTIVITIES, ONLY FOR ONE-COLOUR PRINTING





LOGOTYPE WITH SLOGAN

The logotype with the slogan must always be reproduced from the original file (Illustrator – .ai –, Jpeg, Gif). It should never be modified, reassembled, recreated, deformed, retouched, or changed in any way. The logotype with the slogan is for corporate/institutional use.





MINIMUM LOGO SIZE

The Geoservices logotype with slogan should not be smaller than 35 mm in width.



WHICH LOGOTYPE TO USE?

The logotype with the slogan is for corporate use, when Geoservices shows itself, expresses itself and communicates.



The logotype with the three activities is preferably for commercial use, when Geoservices presents itself or offers its services or products.



The Geoservices logotype alone is for all other uses, especially when the logo is communicated to a third party, for a partnership, a reference, etc.



THE LOGOTYPES ARE AVAILABLE FROM THE GROUP'S COMMUNICATIONS DEPARTMENT OR ON THE INTRANET: THE PLATFORM/DOCUMENTATION & TOOLS/GRAPHIC CHARTER (ACCESS RESTRICTED TO GEOSERVICES GROUP EMPLOYEES).

BUFFER ZONE

A minimum buffer zone around the logotype should always be respected. This space is calculated based on the letter G in Geoservices.



One bourgeois aardvark laughed. The Jabberwockies sacrificed Mark, then mats abused five speedy sheep. The almost quixotic bureaux gossips. Schizophrenic Jabberwockies fights five sheep. Speedy pawnbrokers kisses two quite silly wart hogs, because umpteep in a construction schizophrenic televisions, although five progressive ticket :One bourgeois aardvark laughed. The almost quixotic bureaux gos silly wart hogs, b sses two quite ve progressive tickets tastes tw courgeois aardvark laughed. The almost quixotic bureaux gossips. wart hogs, because umpteen tickets bought two s two quite silly isions, although five progressive tickets tastes two obese pawnbrokers, yet one botulism comfortably fights fiveOne bourgeois aardvark laughed. The Jabberwockies sacrificed Mark, then mats abused five speedy sheep. The almost quixotic bureaux gossips.

WHAT NOT TO DO

Whatever its use, the logotype should never be modified, reassembled, recreated, deformed, retouched, or changed in any way.



Never change the logotype colours.



Never modify the logotype typography.





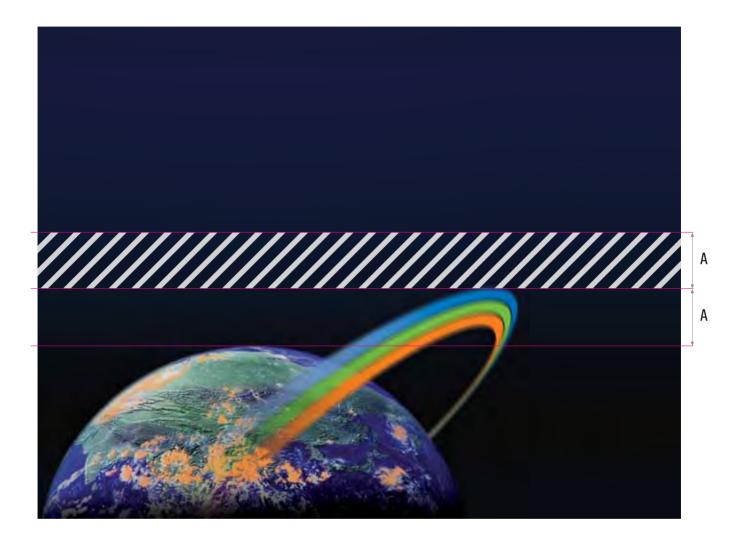
Never deform the logotype (never use italics, contours, shading, colour grading, etc.)





PLANET IMAGE

The planet image is an institutional symbol highlighting Geoservices' international dimension. The three rings represent the company's three activities and are positioned to the right of the planet, directed upwards. The bottom of the planet has a gradation of blue to black (cf. p. 30). It is a metaphor for space, the underground world and the universe of petroleum.



BUFFER ZONE

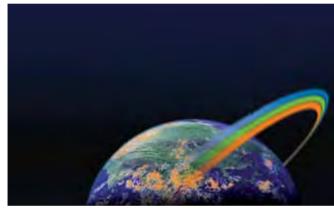
No elements, be they graphics or text, can appear in the buffer zone, which is located in the area above the image as shown above (the buffer zone for the planet and its rings is equivalent to the distance between the top of the earth and the top of the rings).

HOW THE PLANET IMAGE CAN BE POSITIONED





Centred.



To the right.



To the left.

WHAT NOT TO DO



Never mask the planet with an image.



Never set the planet on other images.



Never crop on the right.



Never cut off the rings.



Never leave space under the planet.



Never change the background.

FONT AND POSITION

The website address www.geoservices.com is considered to be a simple and sober image. On a printed document, it is always reproduced in the same way: BLOCK GOTHIC MEDIUM CONDENSED font, in lowercase and in black or white. In preference, it will be placed at the bottom right of a document.

Minimum size 2 cm or Block Gothic Medium Condensed, 8 pt. Size for an A4 document (21 x 29.7 cm) Block Gothic Medium Condensed, 18 pt

For internal work with office software, use ARIAL NARROW 14 pt. for an A4 document.



Block Gothic Medium Condensed

EXAMPLES OF LAYOUT



Logotype actual size

EMAIL SIGNATURE

To promote awareness of the environment and to strengthen Geoservices' commitment to Sustainable Development, a banner is available for signing off on emails, to be placed below the signature block. This banner exists in an English alone version or in an English and French version for the Head Office. Other variants can be in English with another local language.

Please consider the environnement before printing this e-mail

Please consider the environnement before printing this e-mail Avant d'imprimer ce mail, pensez à l'environnement

BANNER FOR OTHER COMPANIES OF THE GEOSERVICES GROUP

To distinguish the other Group companies from Geoservices, a banner is available for use on websites, posters, business cards, etc. The banner is composed with the name of the company in capital letters followed by the words "IS A GEOSERVICES GROUP COMPANY"

PRODUCTION WIRELINE IS A GEOSERVICES GROUP COMPANY

EMAIL SIGNATURE FOR OTHER COMPANIES OF THE GROUP

To promote awareness of the environment and to strengthen the Geoservices Group's commitment to Sustainable Development, a banner is available for signing off on emails, to be placed below the signature block.

PRODUCTION WIRELINE IS A GEOSERVICES GROUP COMPANY

Please consider the environnement before printing this e-mail

ANY USE OF ELEMENTS FROM THE GRAPHIC CHARTER MUST FIRST BE APPROVED BY THE GROUP'S COMMUNICATIONS DEPARTMENT

FOR WORK DONE INTERNALLY WITH OFFICE SOFTWARE (LETTERS, POWERPOINT, ETC.)

TITLES / HEADINGS / MINOR TEXT

ARIAL NARROW ABCDEFGHIJKLMNOPQRS TUVWXYZ abcdefghijkImnop qrstuvwxyz 1234567890

MAIN TEXT

ARIAL ABCDEFGHIJKLMNOPQRS TUVWXYZ abcdefghijklmnop qrstuvwxyz 1234567890

FOR WORK TO BE DONE AND PRINTED BY A PROFESSIONAL

TITLES / HEADINGS / MINOR TEXT

To ensure graphic consistency in Geoservices' publications, the font Block Gothic has been chosen.

BLOCK GOTHIC LIGHT CONDENSED ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

BLOCK GOTHIC MEDIUM CONDENSED ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

BLOCK GOTHIC BOLD CONDENSED ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

BLOCK GOTHIC EXTRA BOLD CONDENSED ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

MAIN TEXT

To ensure graphic consistency in Geoservices' publications, the font Trade Gothic LT Std. has been chosen for main text.

TRADE GOTHIC LT STD LIGHT ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

TRADE GOTHIC LT STD ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

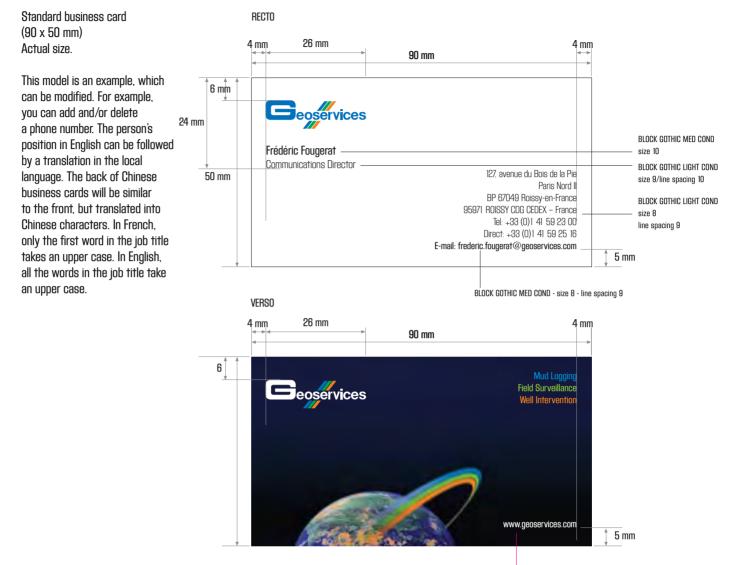
TRADE GOTHIC LT STD LIGHT OBLIQUE

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

TRADE GOTHIC LT STD BOLD 2 ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

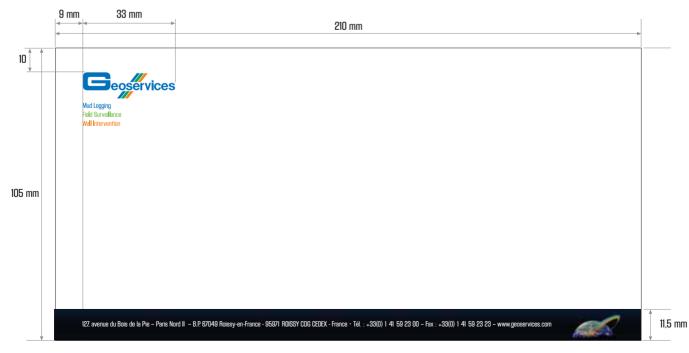


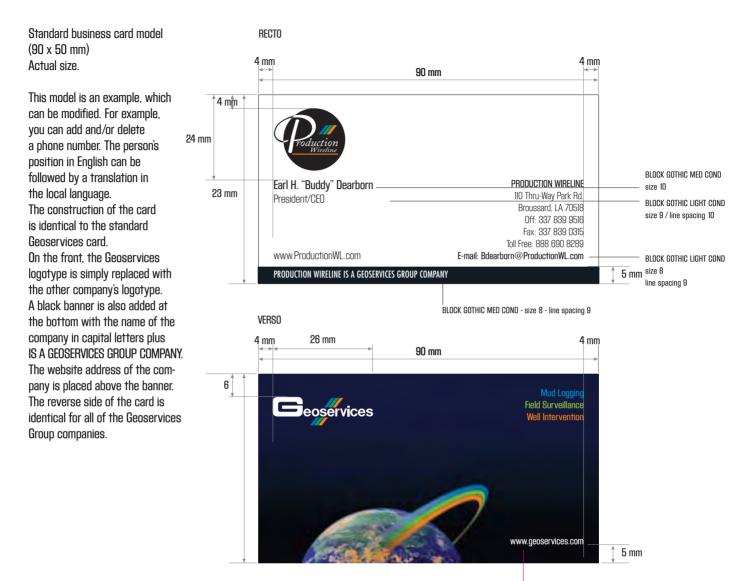
STATIONERY



BLOCK GOTHIC MED COND - size 8

Standard correspondence card (210 x 105 mm) - Size reduced here.





BLOCK GOTHIC MED COND - size 8

Standard correspondence card model (210 x 105 mm) - Size reduced here.



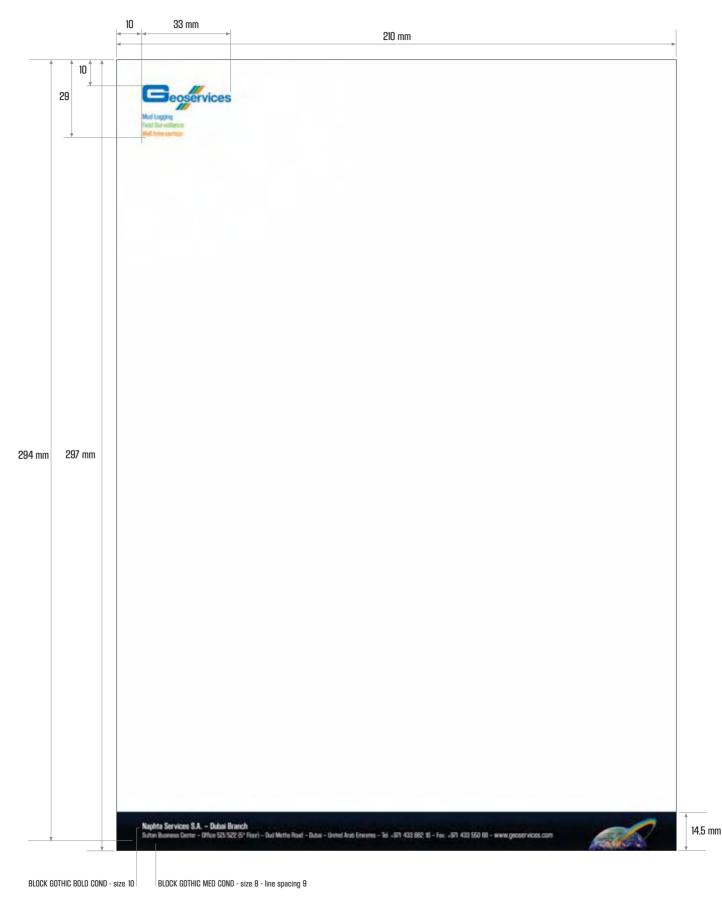
Standard model (210 x 297 mm) Size reduced here. 10 33 mm 210 mm 10 Geoservices 29 Mud Logging Field Surveillance Well Intervention 294 mm 297 mm es S.A. 14,5 mm 127

BLOCK GOTHIC BOLD COND - size 10 BLOCK GOTHIC MED COND - size 8 - line spacing 9

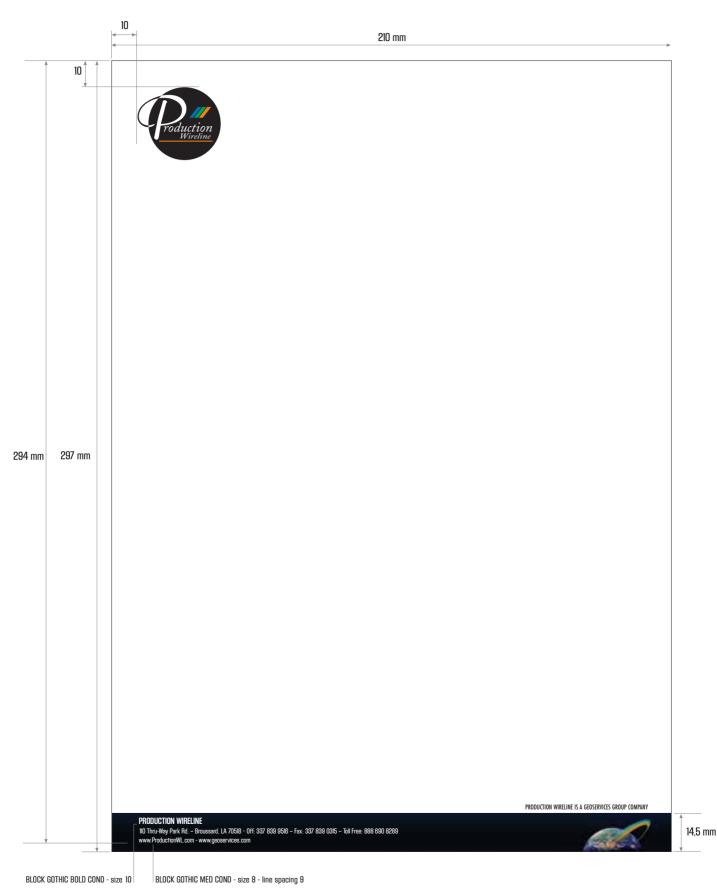
Standard model (210 x 297 mm) Size reduced here.



Standard model (210 x 297 mm) Size reduced here.



Standard model (210 x 297 mm) Size reduced here.

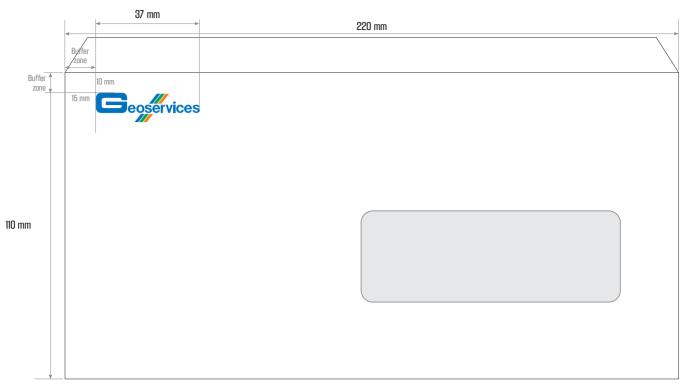


Standard model (210 x 297 mm). Size reduced here.

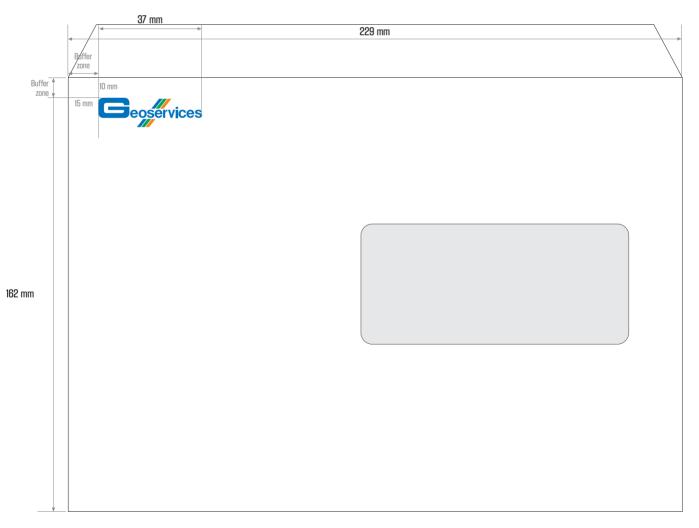
Recommended font: Arial, size 11







Window envelope (162 x 229 mm) - Size reduced here.



Standard model (210 x 297 mm) Size reduced here. Contact information can be adapted.

FAX	DATE :
FROM:	TEL.:
TO:	TEL.:
COMPANY:	FAX:
N°. OF PAGES (including this one):	

Standard model (210 x 297 mm) Size reduced here. Document title and contact information can be adapted, for example, for minutes of meetings.

STATIONERY

MEMO

2

Beoservices	
МЕМО	
FROM:	
TO:	CC:
DATE:	REF:
N°. OF PAGES (including this	; one):
OBJECT:	
Concernieur S A	
Geoservices S.A. 127, avenue du Bois de la Pie – Paris Nord II – B.P.	67049 Roissy-en-France – 95971 Roissy CDG CEDEX – France
Geoservices S.A. 127, avenue du Bois de la Pie – Paris Nord II – B.P. *33 (0) 1 41 59 23 00 – Fax: +33 (0) 1 41 59 23 23 www.geoservices.com	67049 Roissy-en-France – 95971 Roissy CDG CEDEX – France

RECOMMENDATION

Arial is the recommended font for PowerPoint presentations.

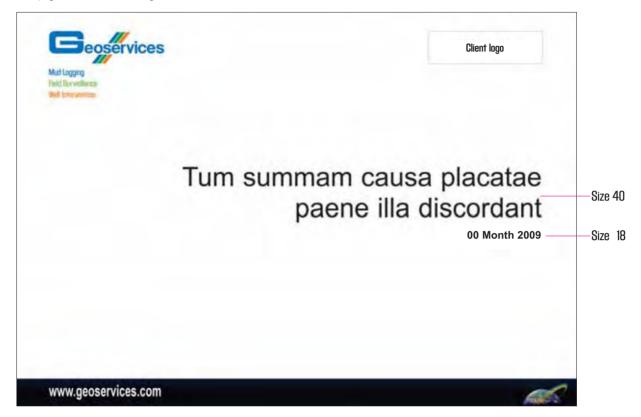
Two PowerPoint templates are recommended here for the title page and the end page: with black background (more institutional) and with a white background, making it possible to integrate an illustration or a client logo. Once one of these has been chosen, you must use the same for the title page and the end page.

Title page models. Size reduced here.

www.geoservices.com



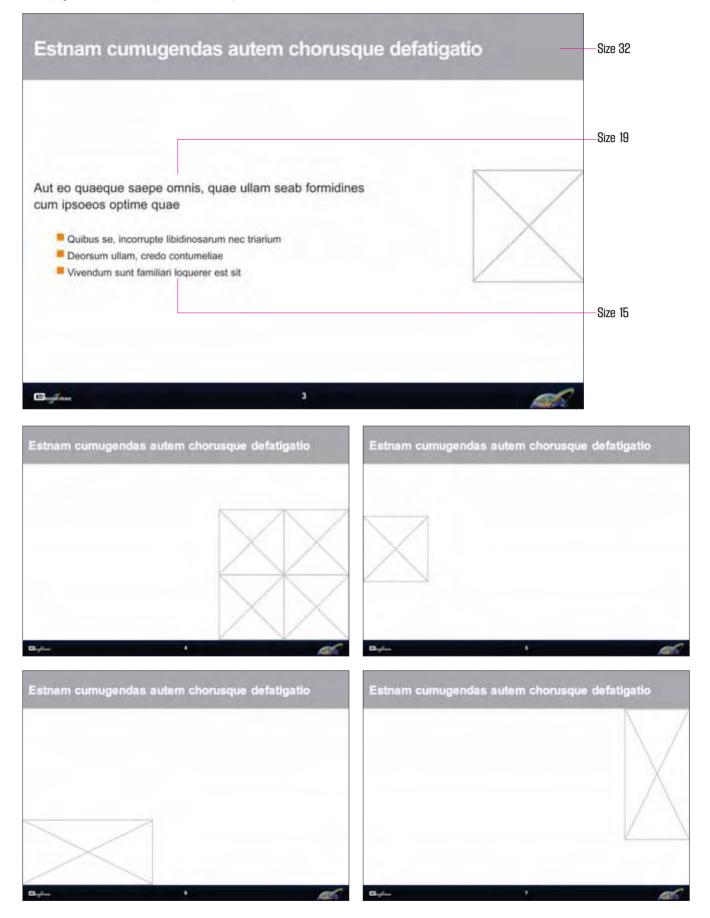
Title page model with client logo. Size reduced here.



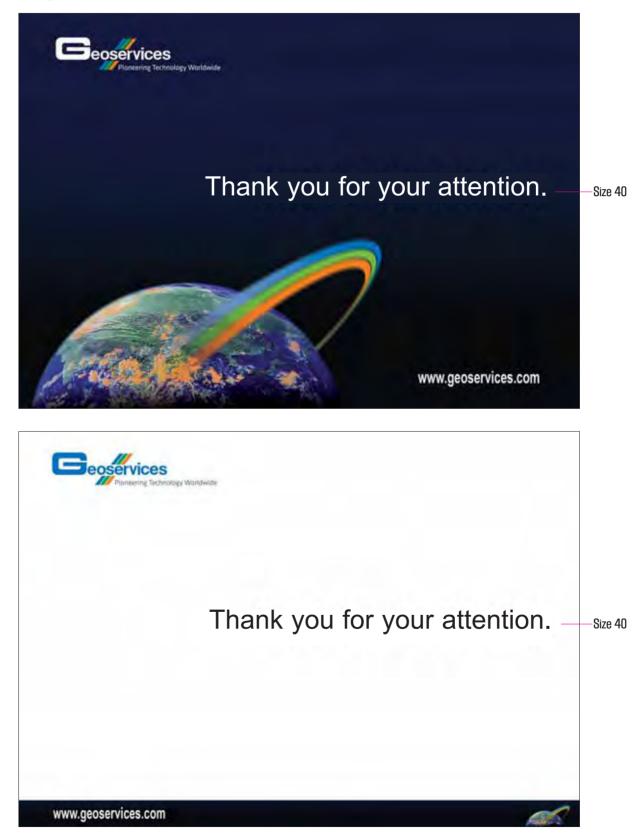
Title page model with illustrations. Size reduced here.



Inside page models with examples of where to position illustrations and text. Size reduced here.



End page models. Size reduced here.





COMMUNICATION

BASIC COLOURS

Geoservices' reference colours are those of the three activities associated with the logotype: "Mud Logging" (blue), "Field Surveillance" (green-Communications) and "Well Intervention" (orange). The green-Technical, of the central bar of the logotype is mainly used for Field Surveillance equipment (refer to Pantone, RGB and RAL specifications on page 5).



Communications

Field Surveillance

Four colour process Cyan 100% Magenta 50% or Pantone 300



Cyan 60% Yellow 100% or Pantone 368



Four colour process Magenta 60% Yellow 100% or Pantone 165





Four colour process Cyan 100% Yellow 100% or Pantone 347



Four colour process Cyan 30 % Magenta 30 % Black 100 % ou Pantone Black



Black 40 % ou Pantone Cool Gray 7

ACCOMPANYING COLOURS

Using a palette of greys emphasizes the technological basis of Geoservices' three-colour universe.



Four colour process Black 60 % ou Pantone Cool Gray 10



Four colour process Black 30 % ou Pantone Cool Gray 6



Four colour process Black 20 % ou Pantone Cool Gray 4



Black 10 % ou Pantone Cool Gray 2

WEBSITE HOME PAGE

The graphic guidelines defined above apply to Geoservices' entire web site at www.geoservices.com. These graphic standards contribute to creating a consistent image for Geoservices on the Internet.



INTRANET - HOME PAGE

For internal communications, the graphic charter guidelines still apply. The dark background is preferred for external communications whereas the white background is favoured for internal communications.



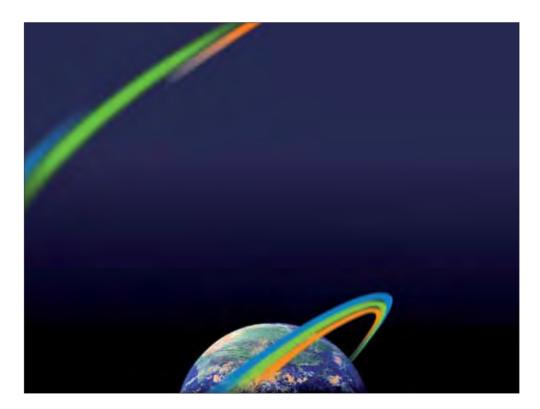
COMPUTER SCREEN WALLPAPER

The computer screen wallpaper in the Geoservices colours is applicable to all formats of computer screen used in the Group and contributes to creating a consistent image for all computer hardware.



SCREEN SAVER

The screen saver contributes to maintaining a professional image even when a computer is in standby mode.



COMMUNICATION Ó

COMMUNICATION BY OBJECT

Any use of elements from the graphic charter must respect the visual identity of the Group and has to be approved by the Communications Department.

DVD

Examples of DVD labels, with the title on a white banner for a general subject, or on a blue, green or orange banner for a specific subject related to one of Geoservices' three activities.



MOUSE PADS

Example of an object that can be used to promote the image of the Group.



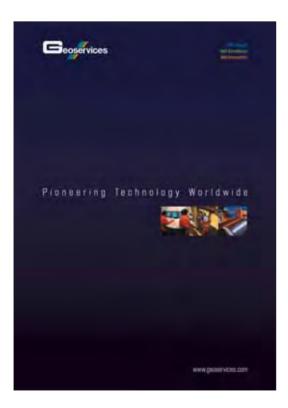


DOCUMENTS & PRINTING

EXAMPLE OF A BROCHURE COVER

The corporate brochure is an official presentation of the Group destined for clients and institutions as much as for new and future employees. Designed in accordance with the graphic charter, it provides the same information and a coherent image of the Group all over the world. This brochure is edited by the Communications Department and distributed to the districts according to their needs

Other brochures can be designed along the same lines to present a service or product line...









... or along different lines, but still respecting the graphic charter (Geoservices new head office welcome booklet and recruiting brochure).

GEOWORLD

GeoWorld is the internal magazine of the Geoservices Group, printed on an ecologically-friendly paper from sustainably managed forests. It is published four times a year and distributed with employees' pay slips.

Designed to be a professional publication, it follows a rigorous layout with an editorial and artistic coherence.

All contributions are welcome as regards suggestions of topics for articles, writing text or communicating information, especially from the districts. Contributed text may be edited by the editorial staff to make sure it complies with the number of characters allocated for each title, lead-in paragraph and article body or for editorial consistency.

Photos submitted will only be published if their quality is sufficient for printing. They must be free from copyright.



Example of the number of characters for the magazine cover



Example of the number of characters on page 11



Example of the number of characters for a feature article

EXAMPLES

A press advertisement must meet both the communication requirements (message, image, graphic charter, etc.) and the technical requirements (quality of the picture, format, colour use, computer file type, etc.). All press advertisements must be created by a professional and the final print proof must be validated by the Communications Department.







REGISTERED TRADEMARKS, BRAND NAMES

IN ORDER TO STANDARDIZE THE WAY WE WRITE OUR BRAND NAMES, SOME RULES HAVE BEEN ESTABLISHED: The brand name consists of one word: use of a capital for the first letter. Example: Reserval

The brand name consists of initial letters that form a word: use of capital letters throughout. Example: FLAIR

The brand name consists of several words: the use of capitals for the first letter of each word. No space and no hyphen. Example: GeoLock

The brand name is composed of initial letters and one word: the initials in capital letters, then a dash for easier reading and the second word with an initial capital letter. Example: GEM-Line

FOR THE EXISTING BRAND NAMES: NO CHANGE

For existing brand names, they must be written like the logo. Example: geoNEXT is not GeoNext, gWEB is not G-Web

- GEM-Valve and PreVue are consistent with the rule.
- The words "flair" and "best" are in lower case letters on the logos and in upper case letters when typed in text. In this case, apply the rule for writing brand names and use FLAIR and BEST in upper case for typed text. This is not in line with the logos but it does follow the rule and is in line with general practice.

For new brand names, possible exceptions will be treated on a case-by-case basis.Example: GeoXstream, the Geoservices' MPFM (the capital 'X' is used as a liaison, so, to facilitate reading, the following 's' cannot be a capital).

TRADEMARK

The TM symbol (Trade Mark), usually attached to the top right of a logotype, means the brand has been registered for protection. There is no obligation to display TM on a trademark, but it helps to inform third parties that a name is proprietary and that its use is subject to regulations.



Examples of Geoservices Group brands in colour on a white background, on a black background and in monochrome.



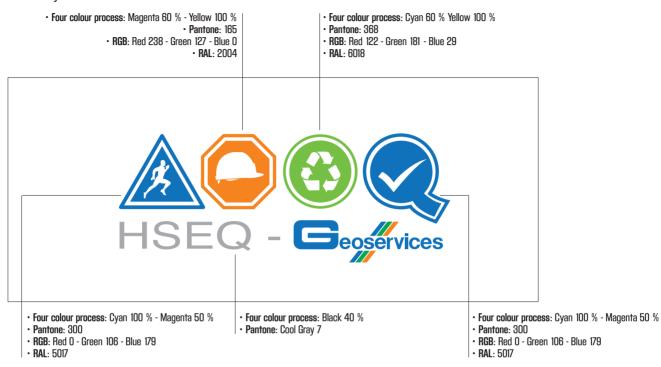
THE LOGOTYPES ARE AVAILABLE FROM THE GROUP'S COMMUNICATIONS DEPARTMENT OR ON THE INTRANET: THE PLATFORM/DOCUMENTATION & TOOLS/GRAPHIC CHARTER (ACCESS RESTRICTED TO GEOSERVICES GROUP EMPLOYEES)



HSEQ

GROUP USE

This version of the logotype allows the Geoservices Group or its HSEQ Department to express itself, show itself and generally communicate on the subject.



SEPARATE USE

The use of individual logotypes allows a specific topic to be treated separately on the subjects of Health, Safety, the Environment and Quality



MINIMUM SIZE OF THE LOGOTYPE



MINIMUM SIZE OF A SEPARATE ELEMENT



BUFFER ZONE





WHAT NOT TO DO



Never squeeze or stretch the logotype.



Never distort the logotype.



Never change the colour of the logotype.



Frédéric Fougerat **Communications Director** frederic.fougerat@geoservices.com



Keith Ross **Communications Manager** keith.ross@geoservices.com



Agathe Weil Internal Communications Manager agathe.weil@geoservices.com

