

## 2.1 Forms (Portrait Format): Color

Forms  
Size: 210 mm x 297 mm

- 1 Department  
Font: Frutiger 65 Bold  
Size: 10 point  
Leading: 12 point  
Tracking: 10 point
  - 2 Name of Department  
Font: Frutiger 55 Roman  
Size: 8 point  
Leading: 12 point
  - 3 Name of Form  
Font: Frutiger 65 Bold  
Size: 15 point
  - 4 Field  
Example: Receiver's Name & Address, Date, Vendor No, Pages, Subject, Item, Quantity, Description, Unit Price, Amount etc.  
  
Font: Frutiger 45 Roman  
Size: 8 point  
Leading: 13 point
  - 5 For Office Use  
Font: Frutiger 65 Bold  
Size: 8 point  
Leading: 13 point
  - 6 Field  
Font: Frutiger 55 Roman  
Size: 8 point  
Leading: 13 point
  - 7 Please Note  
Font: Frutiger 65 Bold  
Size: 7 point  
Leading: 9 point
  - 8 Note Text  
Font: Frutiger 45 Light  
Size: 7 point  
Leading: 9 point
  - 9 Address  
Font: Frutiger 45 Light  
Size: 8 point  
Leading: 12 point  
Maximum 2 lines
  - A Body Text  
Font: Times Regular (Recommended)  
Size: 11 point  
Leading: 13 point
- Body Text Working Space

The template below illustrates the 'look and feel' of a typical BIA form. Individual forms should be customised according to requirements following, wherever applicable, general guidelines established by this template.

Dimensions: 15 mm, 58 mm, 15 mm, 6 mm, 21 mm, 10 mm, 8 mm, 3.5 mm, 3.5 mm, 3.5 mm.

Header: Department of Multimedia - IT & Marketing Communication

Name of Form

To	Jamie Chua Senior Consultant Equus Design Consultants Co., Ltd No 23 Street 70, Phnom Penh 12000	No.	6055203/001
		Date:	15 August 2001
		Vendor No.	135346867
		Page	1 of 2

Subject: BIA Identity Programme

Item	Quantity/Unit	Description Material	Unit Price USD	Amount USD
1		Design, layout, artwork production and supervision of Corporate Gift development as per quotation date		2,000.00

**For Office Use**  
Requested by: Sam Bunren - Tel 874 1387  
Position: IT officer  
Account Chargeable: -----

**Please Note:** This order is valid for SIX months from date of issue, unless otherwise stated in the tender document. It is an expressed condition of this purchase that the Academy's liability under this purchase order is to the supplier only. Any assignment of debt by the supplier will not be accepted by the University without approval from the Academy.  
This is a computer-generated document and requires no signature. Please note that no manual alteration to this document is allowed.

Building No. 98-100, Street 70, Phnom Penh, Cambodia.  
Tel: (855) 23 989 666 / 23 989 777  
E-mail: info@bia.edu.kh | Website: www.bia.edu.kh

\* General guidelines only. Fields can be structured to fit individual department's needs.

## 2.2 Forms (Portrait Format): Black and White

Forms  
Size: 210 mm x 297 mm

- 1 Department  
Font: Frutiger 65 Bold  
Size: 10 point  
Leading: 12 point  
Tracking: 10 point
  - 2 Name of Department  
Font: Frutiger 55 Roman  
Size: 8 point  
Leading: 12 point
  - 3 Name of Form  
Font: Frutiger 65 Bold  
Size: 15 point
  - 4 Field  
Example: Receiver's Name & Address, Date, Vendor No, Pages, Subject, Item, Quantity, Description, Unit Price, Amount etc.  
  
Font: Frutiger 45 Roman  
Size: 8 point  
Leading: 13 point
  - 5 For Office Use  
Font: Frutiger 65 Bold  
Size: 8 point  
Leading: 13 point
  - 6 Field  
Font: Frutiger 55 Roman  
Size: 8 point  
Leading: 13 point
  - 7 Please Note  
Font: Frutiger 65 Bold  
Size: 7 point  
Leading: 9 point
  - 8 Note Text  
Font: Frutiger 45 Light  
Size: 7 point  
Leading: 9 point
  - 9 Address  
Font: Frutiger 45 Light  
Size: 8 point  
Leading: 12 point  
Maximum 2 lines
  - A Body Text  
Font: Times Regular (Recommended)  
Size: 11 point  
Leading: 13 point
- Body Text Working Space

The template below illustrates the 'look and feel' of a typical BIA form. Individual forms should be customised according to requirements following, wherever applicable, general guidelines established by this template.

Dimensions: 15 mm, 58 mm, 15 mm, 8 mm, 19 mm, 10 mm, 8 mm, 12 mm, 3.5 mm, 3.5 mm, 3.5 mm.

Callouts: 1, 2, 3, 4, 5, 6, 7, 8, 9, A.

Header: 北京國際學院 BEIJING INTERNATIONAL ACADEMY  
Department of Multimedia - IT & Marketing Communication

Name of Form

To: Jamie Chua, Senior Consultant, Equus Design Consultants Co., Ltd, No 23 Street 70, Phnom Penh 12000

No. 6055203/001  
Date: 15 August 2001  
Vendor No. 135346867  
Page 1 of 2

Item	Quantity/Unit	Description Material	Unit Price USD	Amount USD
1		Design, layout, artwork production and supervision of Corporate Gift development as per quotation date		2,000.00

Subject: BIA Identity Programme

For Office Use  
Requested by: Sam Bunnen - Tel 874 1387  
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## 2.3 Forms (Portrait Format): Continuation Sheet

Forms  
Size: 210 mm x 297 mm

- 1 Department  
Font: Frutiger 65 Bold  
Size: 10 point  
Leading: 12 point  
Tracking: 10 point
  - 2 Name of Department  
Font: Frutiger 55 Roman  
Size: 8 point  
Leading: 12 point
  - 3 Name of Form  
Font: Frutiger 65 Bold  
Size: 15 point
  - 4 Field  
Example: Receiver's Name & Address, Date, Vendor No, Pages, Subject, Item, Quantity, Description, Unit Price, Amount etc.  
  
Font: Frutiger 45 Roman  
Size: 8 point  
Leading: 13 point
  - 5 Continue  
Font: Frutiger 45 Light  
Size: 4 point
  - 6 Address  
Font: Frutiger 45 Light  
Size: 8 point  
Leading: 12 point  
Maximum 2 lines
  - A Body Text  
Font: Times Regular (Recommended)  
Size: 11 point  
Leading: 13 point
- Body Text Working Space

The template below illustrates the 'look and feel' of a typical BIA form. Individual forms should be customised according to requirements following, wherever applicable, general guidelines established by this template.

Dimensions: 15 mm (left margin), 58 mm (top header width), 15 mm (right margin), 8 mm (top header height), 19 mm (header content height), 10 mm (Name of Form height), 8 mm (Form content height), 3.5 mm (table height).

Header: 1 Department of Multimedia - IT & Marketing Communication

2 Name of Department

3 Name of Form

4 Field (Receiver's Name & Address, Date, Vendor No, Pages, Subject, Item, Quantity, Description, Unit Price, Amount etc.)

5 Continue

A Body Text

Item	Quantity/Unit	Description Material	Unit Price USD	Amount USD
1		Design, layout, artwork production and supervision of Corporate Gift development as per quotation date		2,000.00

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