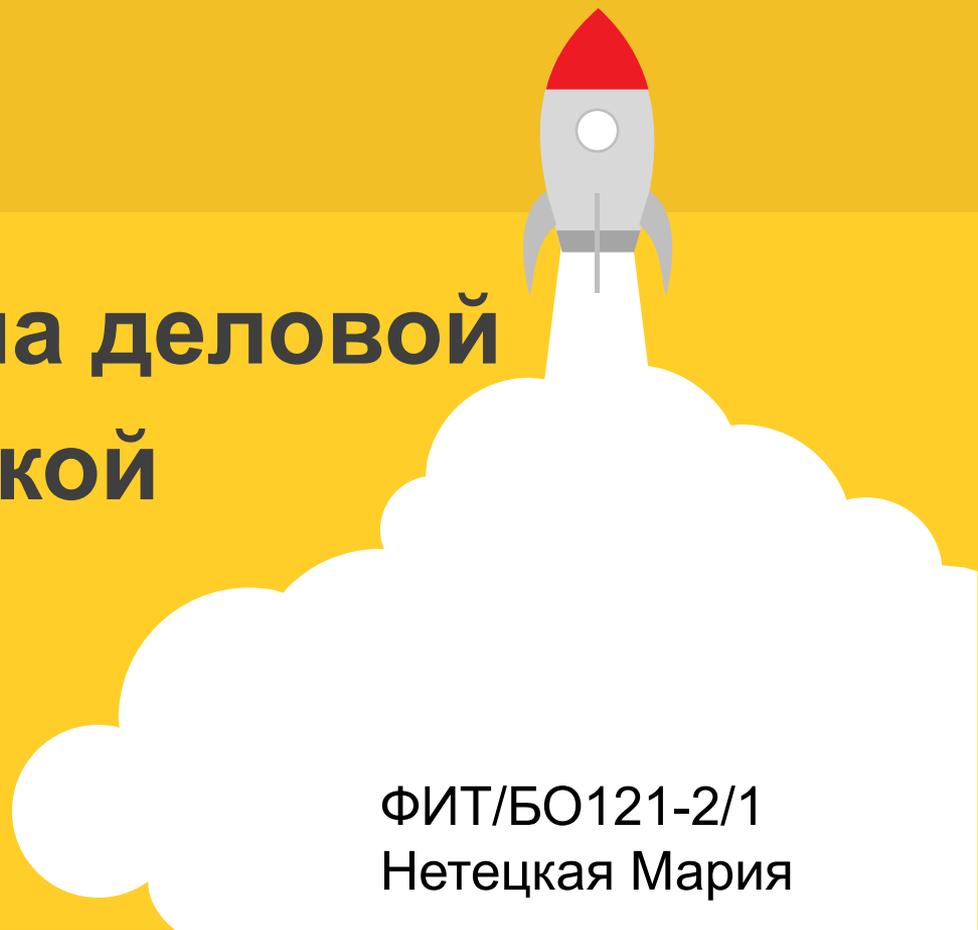# Разработка дизайна деловой и представительской документации
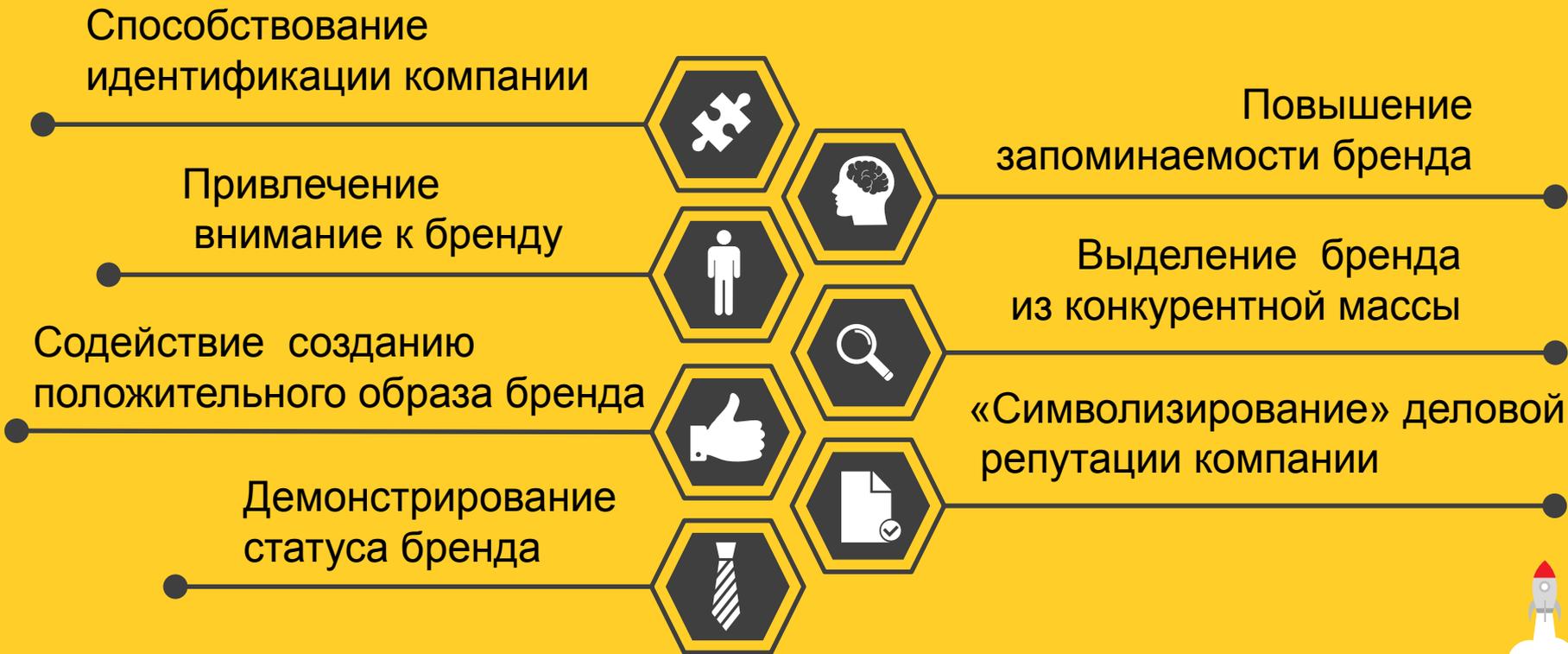
ФИТ/БО121-2/1
Нетецкая Мария

Деловая документация включает:
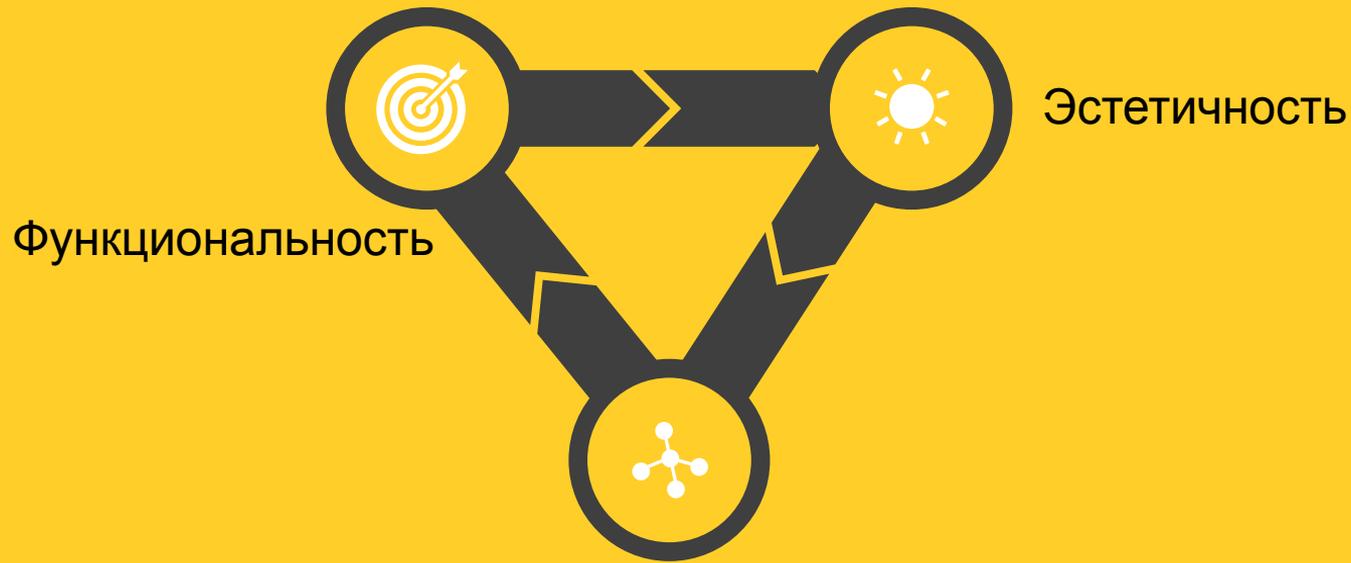
- Личной визитки руководителя и должностных лиц
- Корпоративной визитки Фирменного бланка (горизонтального и/или вертикального)
- Конверта С65 /229 × 114 мм, «евро» Конверта С4 /324 × 229 мм Конверта С5 /229 × 162 мм Конверт С6 /162 × 114 мм Конверта С3 /324 × 458 мм
- Бланк факсимильного сообщения (горизонтального и/или вертикального)

Функции дизайна деловой документации:

Способствование идентификации компании

Привлечение внимание к бренду

Содействие созданию положительного образа бренда

Демонстрирование статуса бренда

Повышение запоминаемости бренда

Выделение бренда из конкурентной массы

«Символизирование» деловой репутации компании

Требования к дизайну деловой документации:

Функциональность

Эстетичность

Соответствуя при этом общей визуальной стилистике компании

Фон

Примеры оформления бланка деловой документации

Шрифты

Раздел брендбука «шрифты» компании «Fora»
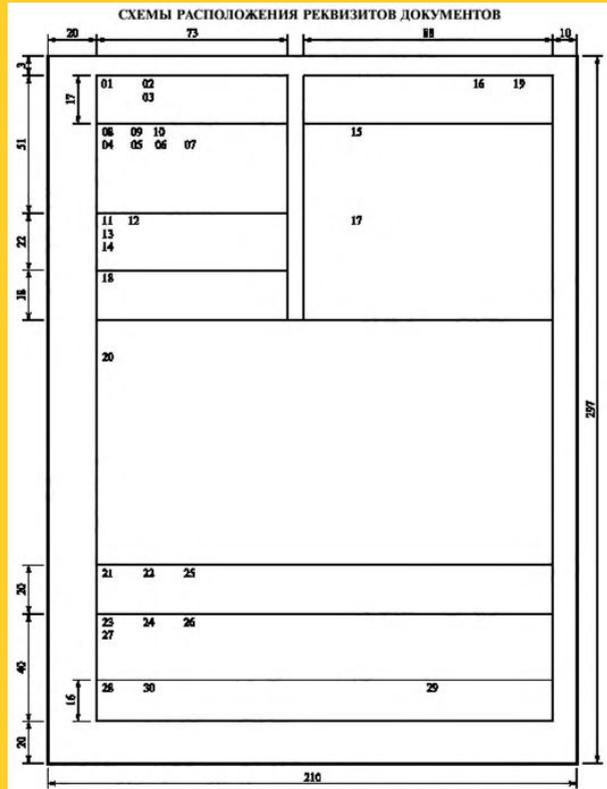
Бланк для писем

Схема расположения реквизитов документов по ГОСТу Р 6.30–2003

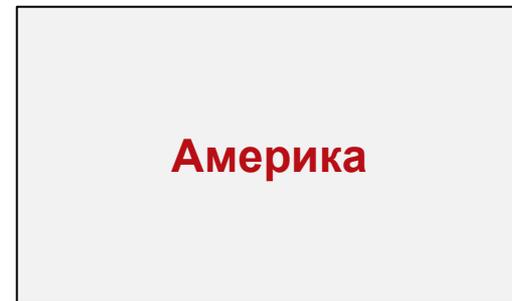Пример бланка для писем

Визитка

«Российский» формат визитки

«Европейский» формат визитки

«Американский» формат визитки

Визитка

Примеры визиток «Российского» формата

Конверты

Пример Конверта C 4
(324 x 229 мм)

Пример Конверта E65
(324 x 229 мм)

Бланк для факсимильных сообщений

Бланк для факсимильных сообщений

Fully Editable Icon Sets : A

Fully Editable Icon Sets : B

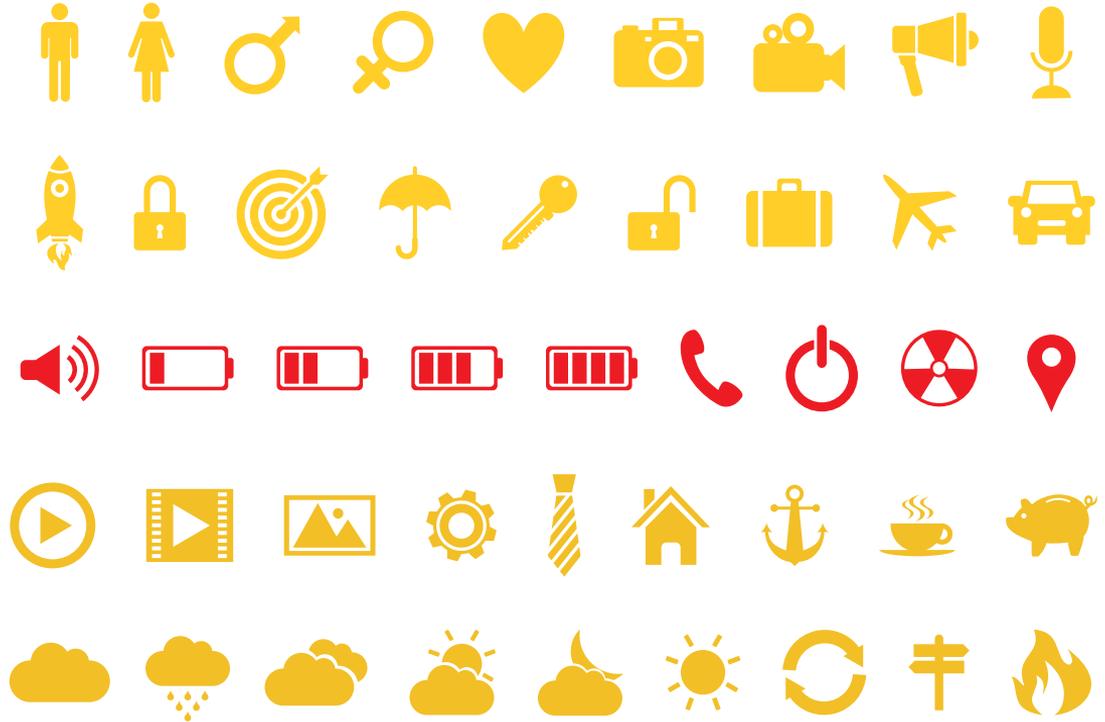# Fully Editable Icon Sets : C

You can Resize without losing quality

You can Change Fill Color & Line Color

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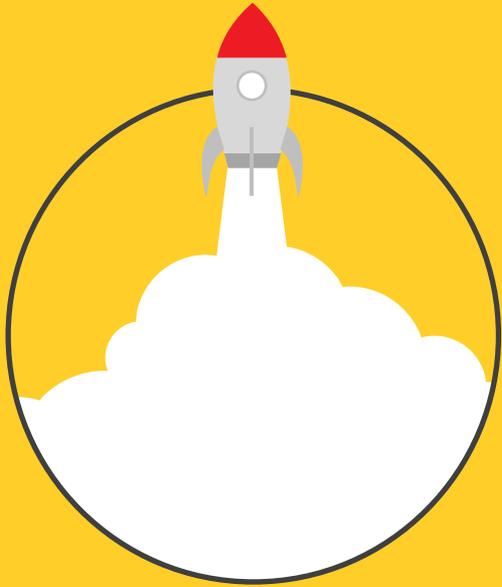
Section Break

Insert the title of your subtitle Here

Welcome!!

Insert the title of your subtitle Here

This PowerPoint Template has clean and neutral design that can be adapted to any content and meets various market segments.

Our Services

Insert the title of your subtitle Here

Your Text Here
Easy to change colors, photos and Text.

Your Text Here
Easy to change colors, photos and Text.

Your Text Here
Easy to change colors, photos and Text.

Your Text Here
Easy to change colors, photos and Text.

You can simply impress your audience and add a unique zing and appeal to your Presentations. Easy to change colors, photos and Text. I hope and I believe that this Template will your Time, Money and Reputation. Easy to change colors, photos and Text. Get a modern PowerPoint Presentation that is beautifully designed

Our Team Layout

Insert the title of your subtitle Here

Name Here

Programmer

Name Here

Programmer

Name Here

Programmer

Easy to change colors, photos and Text.

Name Here

Programmer
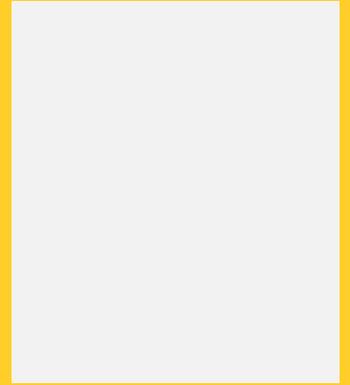
Name Here

Programmer

Timeline Style

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2014 **2015** **2016** **2017** **2018**

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Portfolio Presentation

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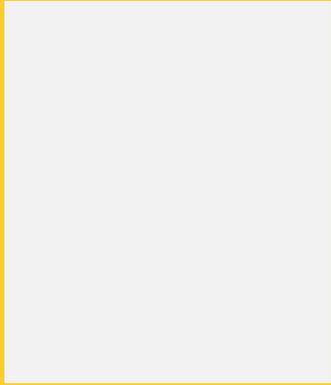
Get a modern PowerPoint Presentation that is beautifully designed. Easy to change colors, photos and Text. You can simply impress your audience and add a unique zing and appeal to your Presentations. Get a modern PowerPoint Presentation that is beautifully designed.

Infographic Style

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You can simply impress your audience and add a unique zing and appeal to your Presentations.

Функции деловой документации в фирменном стиле

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You can simply impress your audience and add a unique zing.

Chart Style

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Get a modern PowerPoint Presentation that is beautifully designed. Easy to change colors, photos and Text.

Your Text Here
You can simply impress your audience and add a unique zing

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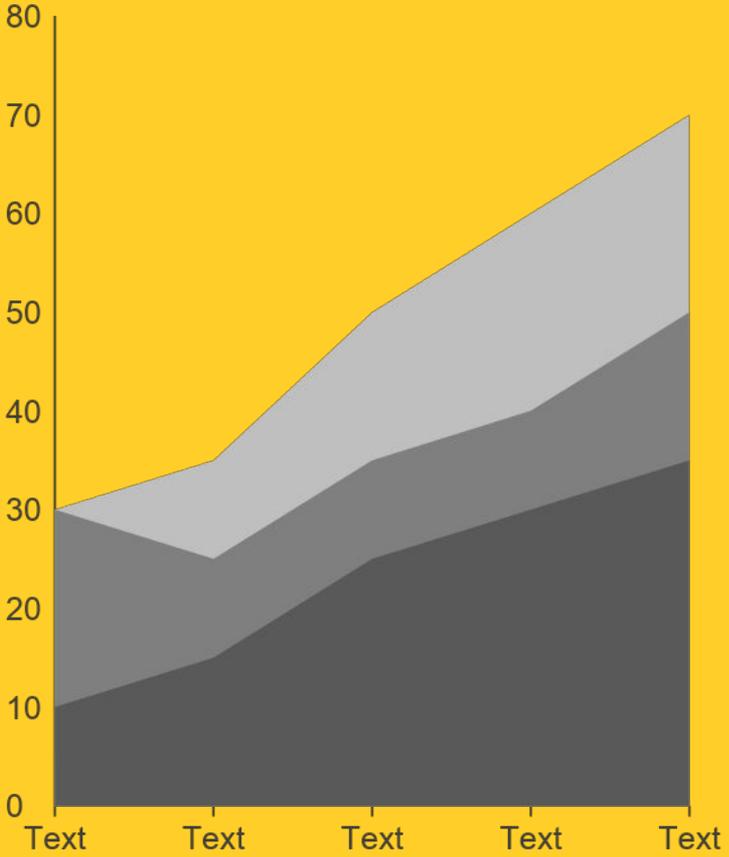You can simply impress your audience and add a unique zing

Text   Text   Text   Text   Text

Infographic Style

Insert the title of your subtitle Here

01 **Your Text Here**
You can simply impress your audience and add a unique zing.

02 **Your Text Here**
You can simply impress your audience and add a unique zing.

03 **Your Text Here**
You can simply impress your audience and add a unique zing.

Your Text Here

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Portfolio Presentation

Mobile Style

Insert the title of your subtitle Here

Simple Portfolio Designed

- Easy to change colors, photos and Text.
- Easy to change colors, photos and Text.
- Easy to change colors, photos and Text.
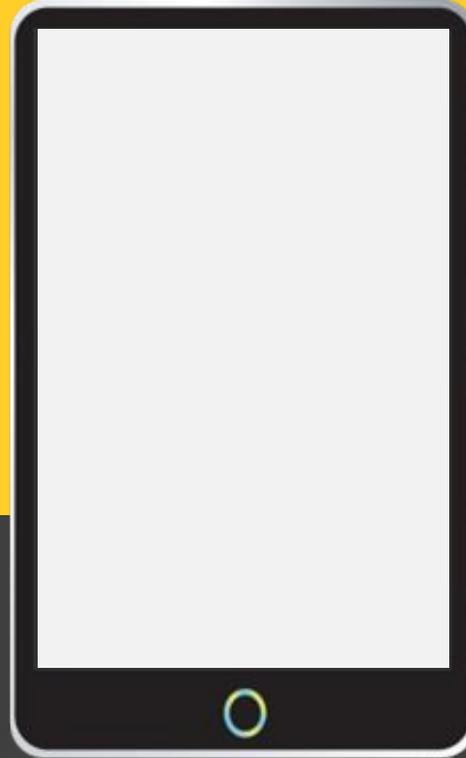
Simple Portfolio Designed

- Easy to change colors, photos and Text.
- Easy to change colors, photos and Text.
- Easy to change colors, photos and Text.

Your Text Here
You can simply impress your audience and add a unique zing.

Your Text Here
You can simply impress your audience and add a unique zing.

Infographic Style

Insert the title of your subtitle Here

Your Text Here
You can simply impress your audience and add a unique zing and appeal to your Presentations.

PowerPoint

Designed

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You can simply impress your audience and add a unique zing and appeal to your Presentations.

Your Text Here
You can simply impress your audience and add a unique zing and appeal to your Presentations.

Presentation

Your Text Here
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Infographic Style

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You can simply impress your audience and add a unique zing and appeal to your Presentations.

Portfolio Presentation

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Worldmap Style

Insert the title of your subtitle Here

01 → **02** → **03**

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You can simply impress your audience and add a unique zing and appeal to your Presentations.

Your Text Here

You can simply impress your audience and add a unique zing and appeal to your Presentations.

Table Style

Insert the title of your subtitle Here

PowerPoint

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PowerPoint

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PowerPoint

Get a modern PowerPoint Presentation that is beautifully designed. You can simply impress your audience and add a unique zing and appeal to your Presentations

Worldmap Style

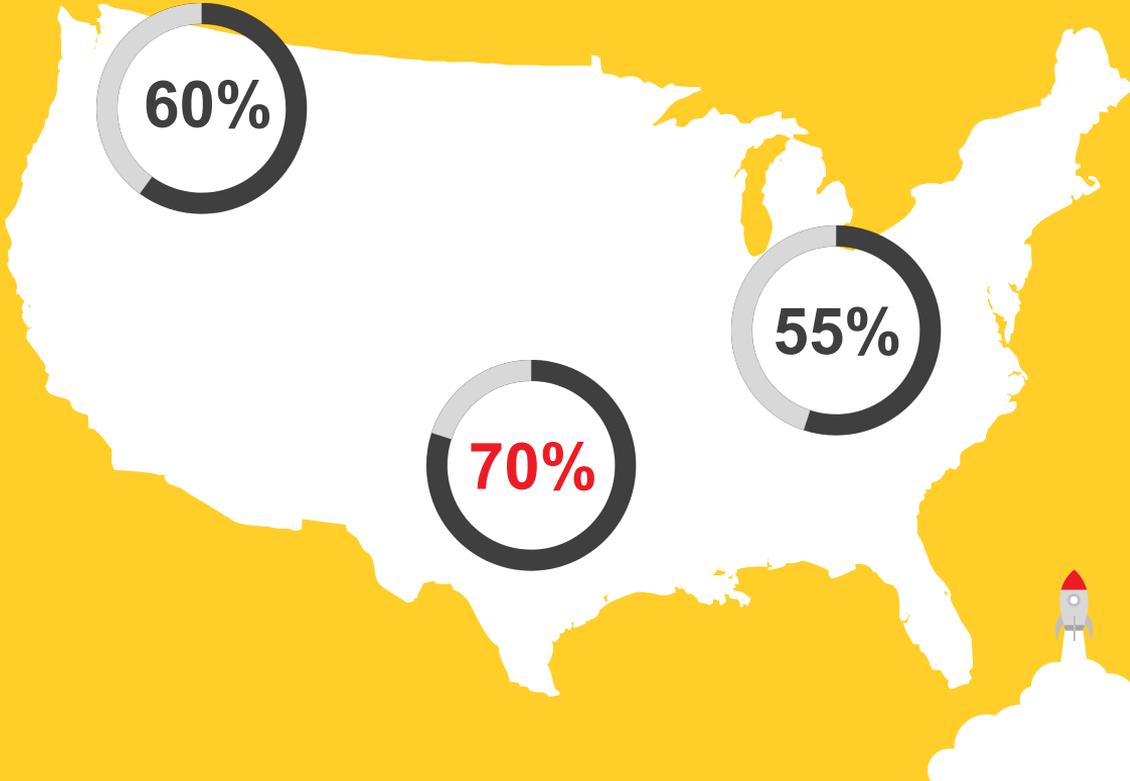Insert the title of your subtitle Here

60%

You can simply impress your audience and add a unique zing and appeal to your Presentations.

70%

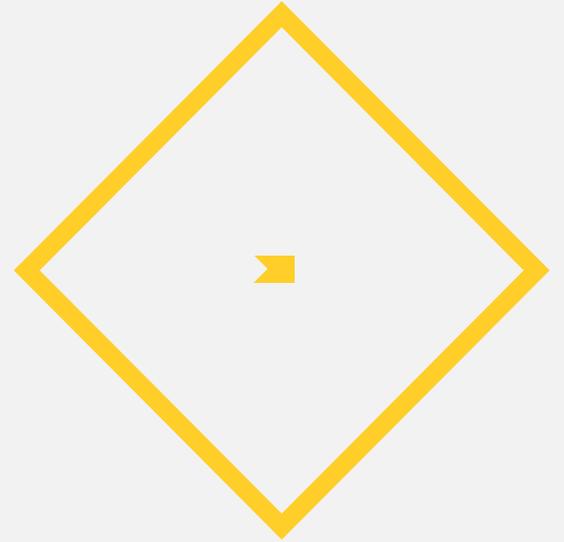You can simply impress your audience and add a unique zing and appeal to your Presentations.

50%

You can simply impress your audience and add a unique zing and appeal to your Presentations.
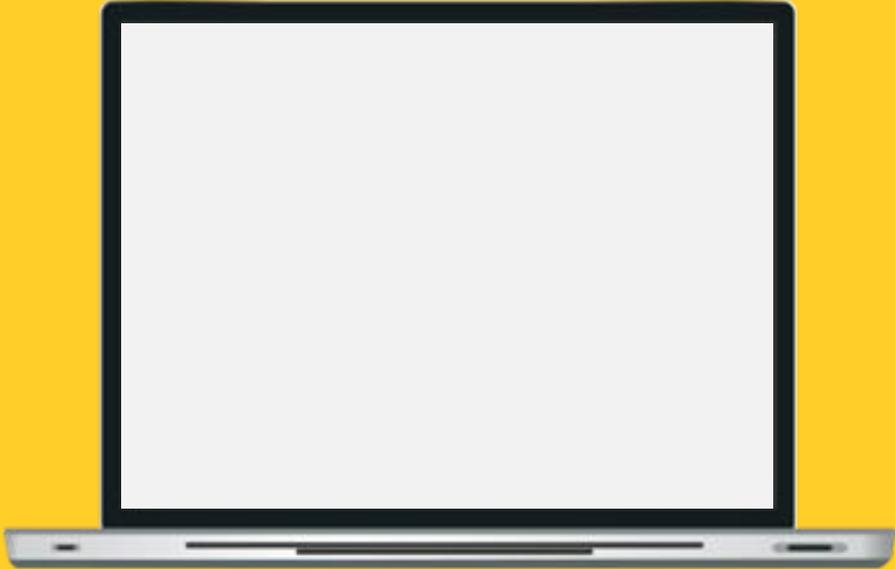
60%

55%

70%

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NetBook Style

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You can simply impress your audience and add a unique zing and appeal to your Presentations.

Your Text Here

You can simply impress your audience and add a unique zing and appeal to your Presentations.

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Table Style

Insert the title of your subtitle Here

| Content	Content	Content	Content
$150	**$180**	**$130**	**$100**
Get a modern PowerPoint Presentation that is beautifully designed. Easy to change colors, photos and Text	Get a modern PowerPoint Presentation that is beautifully designed. Easy to change colors, photos and Text	Get a modern PowerPoint Presentation that is beautifully designed. Easy to change colors, photos and Text	Get a modern PowerPoint Presentation that is beautifully designed. Easy to change colors, photos and Text

Chart Style

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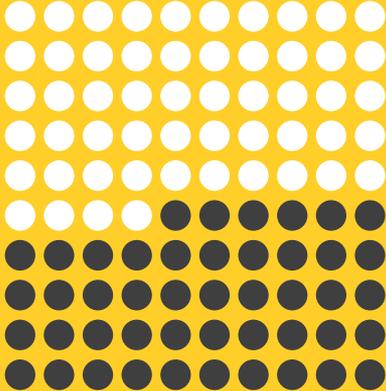
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78%

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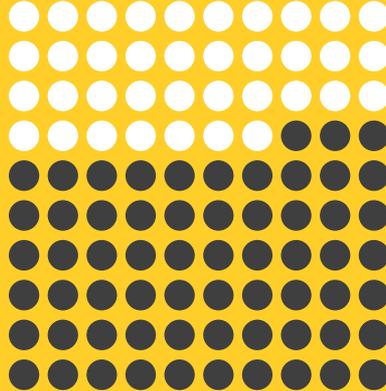
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You can simply impress your audience and add a unique zing.

Your Text Here

You can simply impress your audience and add a unique zing.
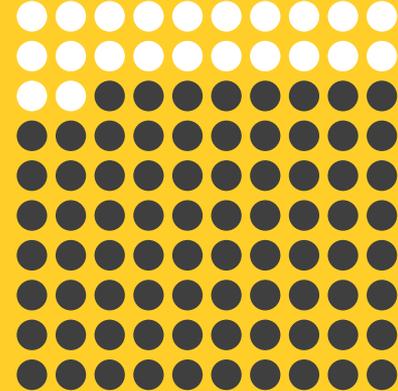
Portfolio Presentation

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You can simply impress your audience and add a unique zing

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You can simply impress your audience and add a unique zing

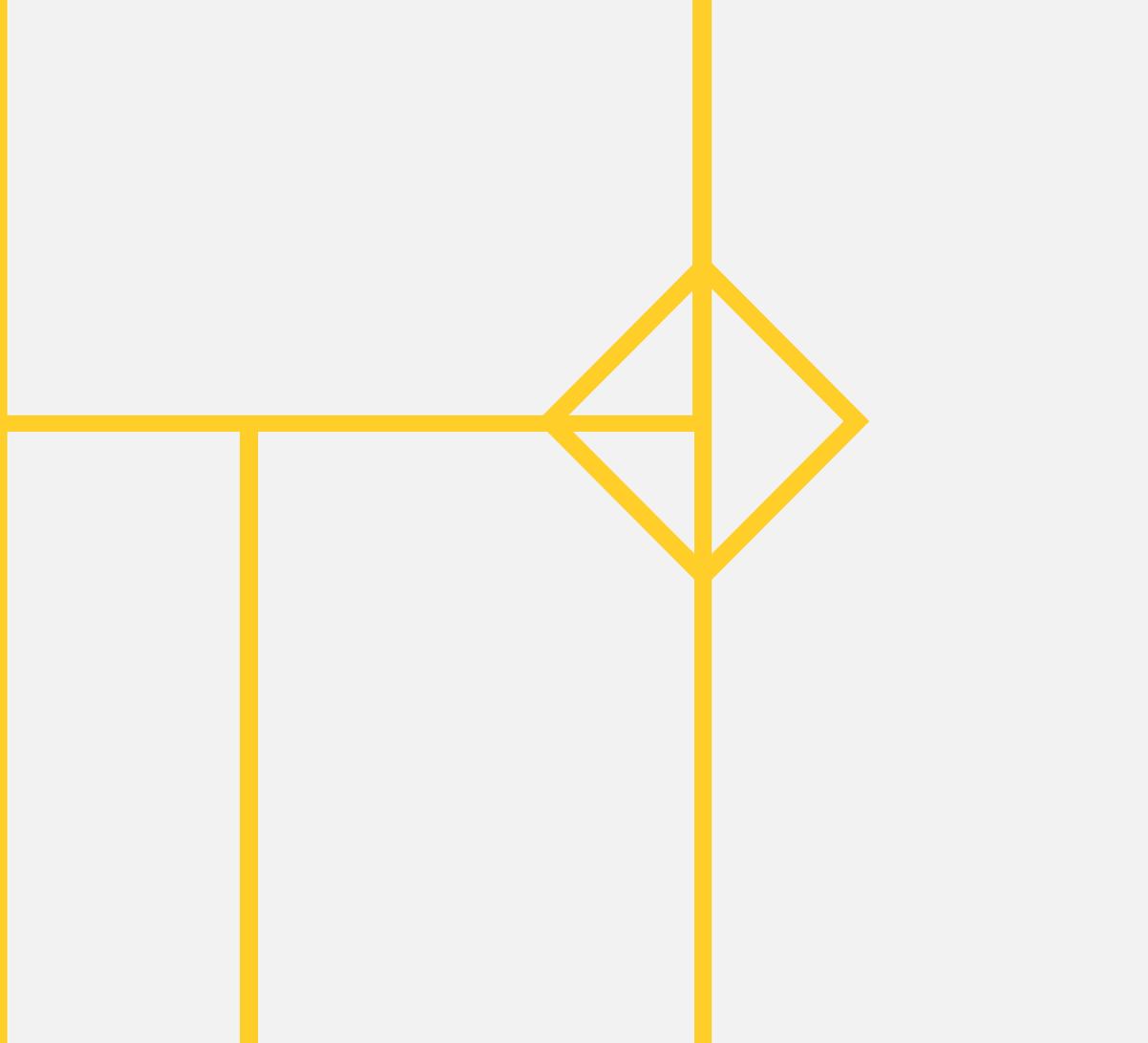**Your Text Here**
You can simply impress your audience and add a unique zing

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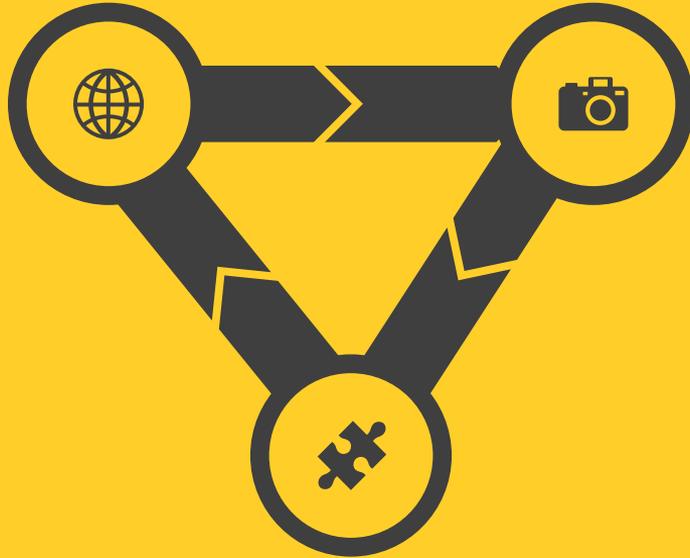# Infographic Style

Insert the title of your subtitle Here

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You can simply impress your audience and add a unique zing and appeal to your Presentations.

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You can simply impress your audience and add a unique zing and appeal to your Presentations.

Portfolio Presentation Designed

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You can simply impress your audience and add a unique zing.

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Chart Style

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Get a modern PowerPoint Presentation that is beautifully designed. Easy to change colors, photos and Text.
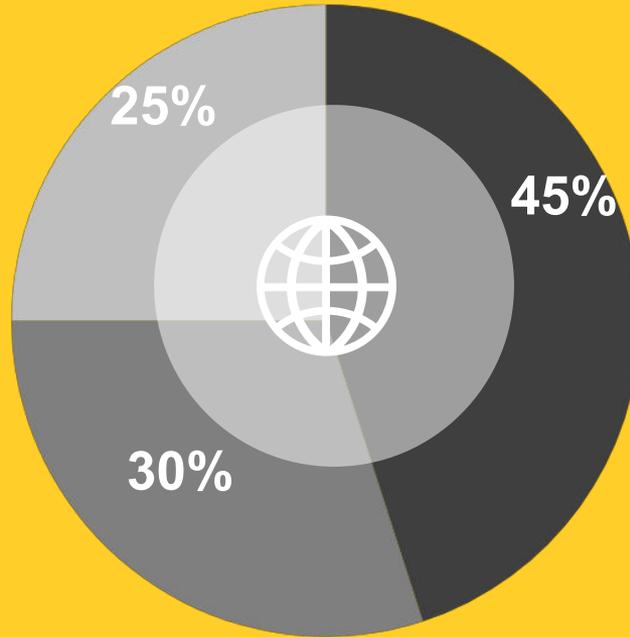
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Columns Style

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You can simply impress your audience and add a unique zing and appeal to your Presentations.

Easy to change colors, photos and Text.
You can simply impress your audience and add a unique zing and appeal to your Presentations.

Columns Style

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You can simply impress your audience and add a unique zing and appeal to your Presentations.

Thank you

Insert the title of your subtitle Here