bricks and mortar spit and polish many hands make light work best thing since sliced bread the finishing touches

## pbm | brand guidelines

### Welcome to pbm

These guidelines are here to introduce you to our brand and its identity elements, showcasing best practice to help create engaging communications.

### Logotype / overview

The logotype should always contrast with the background. There are 2 versions of the logotype to ensure legibility and optimum reproduction quality in all printing processes and digital needs.

The full colour (purple) logotype is the preferred version and should be used wherever possible.

When there is a limited number of colours available for reproduction, or the quality of colours is questionable, choose the monochrome version.

#### Full Colour



plum

C43 M90 Yo Ko PMS Purple R182 G52 B187 #B634BB

#### White

#### **pbm** property management

white Co Mo Yo Ko R255 G255 B255 #FFFFF

### Logotype / clear space / minimum size

The clear space around the logotype on all sides should be equal to the height of the letter 'p' of the pbm logo, for maximum legibility and impact.

To preserve legibility, the logotype should never be printed smaller than 25mm and should never appear at less than 75 pixels in digital formats.

#### Example



Minimum size / print

Minimum size / digital

#### pbm property management

25 mm

#### pbm property management

75 px

### Logotype / improper usage

The logotype cannot be altered or redrawn in any other way.

Previous versions should never be used, and the logotype should not appear in a line or block of text. The word pbm should be typed out in body copy. Examples



Do NOT change the proportions of the logo



Do NOT change the colour of the logo



Do NOT recreate the logo in any way



Do NOT use the old logo

### Colour Palette / core brand colours

#B634BB

Our core brand colours are the basis for all our designs.

Plum is our brightest core colour and is used in our logotype.

Stone and ash are used as background colours and work well with plum and our bright secondary colours.

Grey is used for body copy and subheadings. It is softer than black while still retaining clarity and boldness.



#EoDED8

#D5D2CA

#747678

### Colour Palette / secondary colours

Our secondary palette adds personality and variety of flavour to our designs.

Yellow stone can also be used as a good contrast to the bright colours, when needed.



### **Typography** / primary font

pbm's primary typeface is Raleway. It should be used every time it is available.

Display type should be set in Raleway Light.

Headers should be set in Raleway Bold or SemiBold.

Sub Headings and Body Copy Should be set in Raleway Medium or Raleway Light. ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890!@£\$%^&\*()\_+

Display / Raleway Light

#### ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890!@£\$%^&\*()\_+

**Raleway Bold** 

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890!@£\$%^&\*()\_+

Header / Raleway SemiBold

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890!@£\$%^&\*()\_+ Sub Header / Body Copy / Raleway Medium

### **Typography** / brand identifier

Our brand identifier 'people buildings more' is the short expression of what pbm do.

It always appears lower case, as shown here, and is always shown in the bright secondary palette.

There is no set colour to use for each line; the colour of the background and colours being used elsewhere on the communication will dictate the colours used for the brand identifier. people buildings more people buildings more

### Typography / hierachy

Creating hierarchy within typography is key for emphasizing the most important messages.

No more than 3 weights or 4 sizes of type should be used in a single design. Display

## no place like home bricks and mortar safe as houses looking after pennies

Header	people, buildings and more
Sub Header	welcome to a new kind of property management
Body copy	We are the property management company who

put people first. If you're a landlord wanting to enhance the value of your investment, a tenant trying to keep your property safe, clean and well maintained or a developer looking to create a positive community, we speak your language.

Visit pbm-property.co.uk

### **Typography** / formatting

#### Display

Lower-case. Leading should be neat and tight, but equidistant with no words overlapping. Kerning should remain at -20.

e.g. 42pt / leading 44pt / -20 kerning

#### Heading / Sub Heading

Lower-case. Leading should be neat and tight, but equidistant with no words overlapping. Kerning should remain at -20.

e.g. 19pt / leading 20pt / -20 kerning

#### Body Copy

Sentance-case. Leading should be neat, but to retain readability at a smaller point size, it must have room to breathe. Kerning should remain at -10.

e.g. 8pt / leading 11pt / -10 kerning

safe as houses people make places bricks and mortar it's worth doing well

**people, buildings and more** welcome to a new kind of property management

We are the property management company who put people first. If you're a landlord wanting to enhance the value of your investment, a tenant trying to keep your property safe, clean and well maintained or a developer looking to create a positive community, we speak your language.



### Language / tone of voice

At the heart of the pbm visual identity is the belief that writing and design must work together.

We are a young, entrepreneurial and high-performing team with a shared ambition to provide a new kind of property management service, and the tone with which we communicate should embody this.

We simplify this complex world, translating everything you need to know into clear and straightforward explanations and recommendations.

We are human and personable and we really care. This is reflected in our work and in every interaction you have with us. human simple clear no jargon structured expert dialogue leading

### Language / messaging

It important to stay focused on the primary target audience of Resident Management Company Directors with our creative messaging.

Our phrases / words should focus on value for money, reliability, making it easy, cleanliness, tidiness and responsiveness. We also need to remind them why it's a 'new kind of property management'.

Our brand identifier is shown below - this is either used to support our identity or as an expanded version of our primary identity. safe as houses people make places looking after pennies bricks and mortar a man's home is his castle there's no place like home honesty is the best policy it's worth doing well many hands make light work the proof is in the pudding the early bird catches the worm actions speak louder than words best thing since sliced bread problem shared, problem halved fail to plan, plan to fail all hands on deck home and dry hold the fort hit the nail on the head the extra mile hello, come in, good to talk welcome

### Language / writing copy

Display, headings and sub-headings are all written in lower case. Body copy is written in sentence case. The web address is written lower case.

Job titles should be written as lower case: creative director, executive producer.

It is preferable to use 'and' within text rather than the ampersand (&). No full stops in acronyms or after initials. Captions do not have full-stops at the end.

#### Hyphen (-)

used for words that are broken over two lines or for fractions (two-thirds) or to join two words (part-time). Avoid hyphens at the end of lines in range left copy if at all possible.

#### en dash (-)

used in place of 'through' in numbers (10–25) or other measurements of time (May–June).

#### em dash (—)

Sometimes used in place of a colon as punctuation (the work was completed — all things had been revised).

#### Ellipses

Three points with a small space either side which signify a missing word...

## Photography

### Photography / people

When using photography of our people we use bright and colourful imagery.

Images should capture the lifestyle within the workplace. Images should be taken from unexpected and interesting views or angles.

Portrait shots should be as relaxed and natural as possible and should allow clear space around the subject.



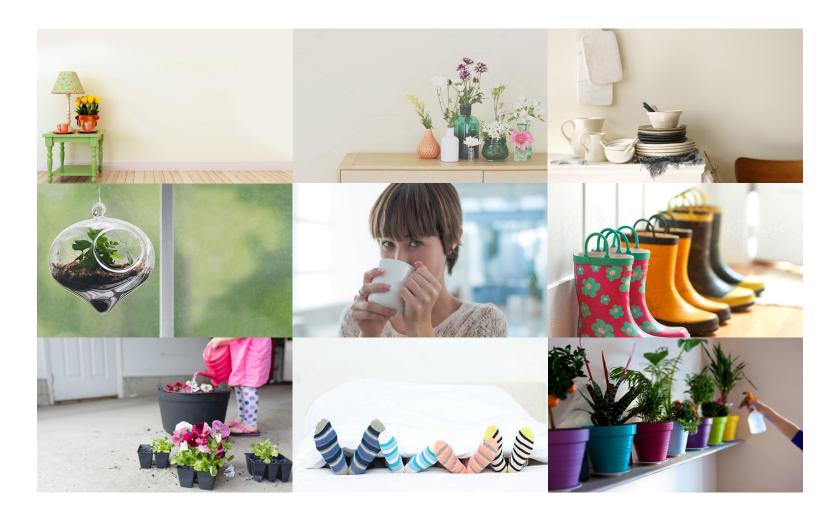
### Photography / places

When using stock photography we like to use fresh, clean and modern imagery which is clear and personable.

People shots should be natural and show a sense of warmth and honesty.

Location shots, such as interior and exterior of homes and communal spaces should not be staged, look genuine and be UK in style.

Bursts of colour within the images will fit nicely within the pbm brand.



## Bringing it all together

# Following some simple rules will keep all communications consistent and engaging.

Our brand style is always clean and isn't afraid of white space. Try not to over-design our communications.

They'll have more impact if they're simple and bold.

Always look for opportunities to make more impact.

Using coloured words in a large size across communications is a powerful way of creating standout.

Be bold with colours.

Our palette is a valuable part of our brand and when used bravely, it will help lift us above everyone else.

### Bringing all together / examples



### Bringing it all together / examples



### Bringing it all together / examples

our story swot up page turner a good read pbm property management

pbm | brand guidelines

From new builds and starter homes to luxury, gated residences, we offer property management services to developers, freeholders and Residents Management Companies (RMCs) across South East England and The Midlands.

#### our approach

Simple really: we are different!

We believe that property management doesn't have to have a bad reputation! We believe that the right property management partner can be a force for good at the heart of your development. Creating cared for spaces is just the start. We help build happy homes and deliver better value. We take the hassle and complexity out of property management, offering flexible solutions that are relevant We believe community matters. We bring people

together and, where we can, use local suppliers, supporting the community around your development Our customers seem to like our approach too, as we have a 100% retention rate

#### how we work

We are a young, entrepreneurial and high-performing team with a shared ambition to provide a new kind of property management service.



#### we make it easy We give our customers a voice.

We take the hassle and complex

We act as the trusted mediator between decision makers and those affected. We are reliable and reassuring.

### what we do

#### we plan

- scoping and defining tailored plans specific to development needs
- maintaining short and long-term focus. ensuring day-to-day maintenance activities are carried out while planning for likely future capital expenditure needs and preparing for the unexpected
- delivering value for money by finding the right service suppliers at the
- maintaining focus on residents' experiences and what makes a desirable place to live

#### we guide

using our experience and deep knowledge of property management to deliver improved value over the short and

- simplifying the complex world of property management, helping residents understand the different roles and
- responsibilities and how they interact supporting flat owners who wish to
- obtain the Right to Manage

#### we de-risk

identifying and mediating against any safety risks on the grounds of the development, for example fire and security

- managing financial risk through strong fiscal management, handling debtors and managing cash flow
- collecting the service charge regularly and efficiently and pursuing late payments or failures to pay

#### we know what matters

Cared for spaces create happy homes. Everything we do, we do so that our customers can enjoy the environment that they live in.

Every development is different. We take time to understand what matters to each individual customer and provide a service geared to their specific needs. We build relationships based on trust and clarity, choosing to operate with 100% financial transparency and always demonstrating value for money. Our customers do not need to chase us. We are responsive and proactive, defining a plan of action and making it happen.

we know what

good feels like

We are ambitious individuals and

We want to stand out.

constantly challenge ourselves to improve

#### monitoring service delivery to ensure suppliers deliver to the right standard

we do

not quick fixes

enjoy the space

#### we connect

sharing an ongoing, open dialogue with all residents, facilitating fast communication of any issues and deep understanding of specific needs of development

creating cared for spaces that are

offering practical support to make

things happen, ensuring smooth

reacting to and resolving problems

managing the day-to-day, taking the

hassle away from residents so they can

clean, secure and well-maintained

running of shared spaces and facilities

quickly, delivering long-term solutions,

- keeping residents aware of planned works, providing detailed service timetables, explaining what each supplier has been commissioned to
- providing clear and transparent reporting, explaining how funds are being used



#### we look for the better way

'That will do' is never something you hear We are solution-focused, looking below

the surface of any challenge to find the best resolution. We speak up when we believe 'there is a

better way' but keep our feet firmly on the ground.

We are open to ideas, challenging each other to think creatively and find better ways to do things. We work hard to solve problems in a way

that best suits all involved. For us, legal action is always a last resort.

remain human Our business is a people business We listen. We empathise. We acknowledge. We put ourselves in

our customers' she

23