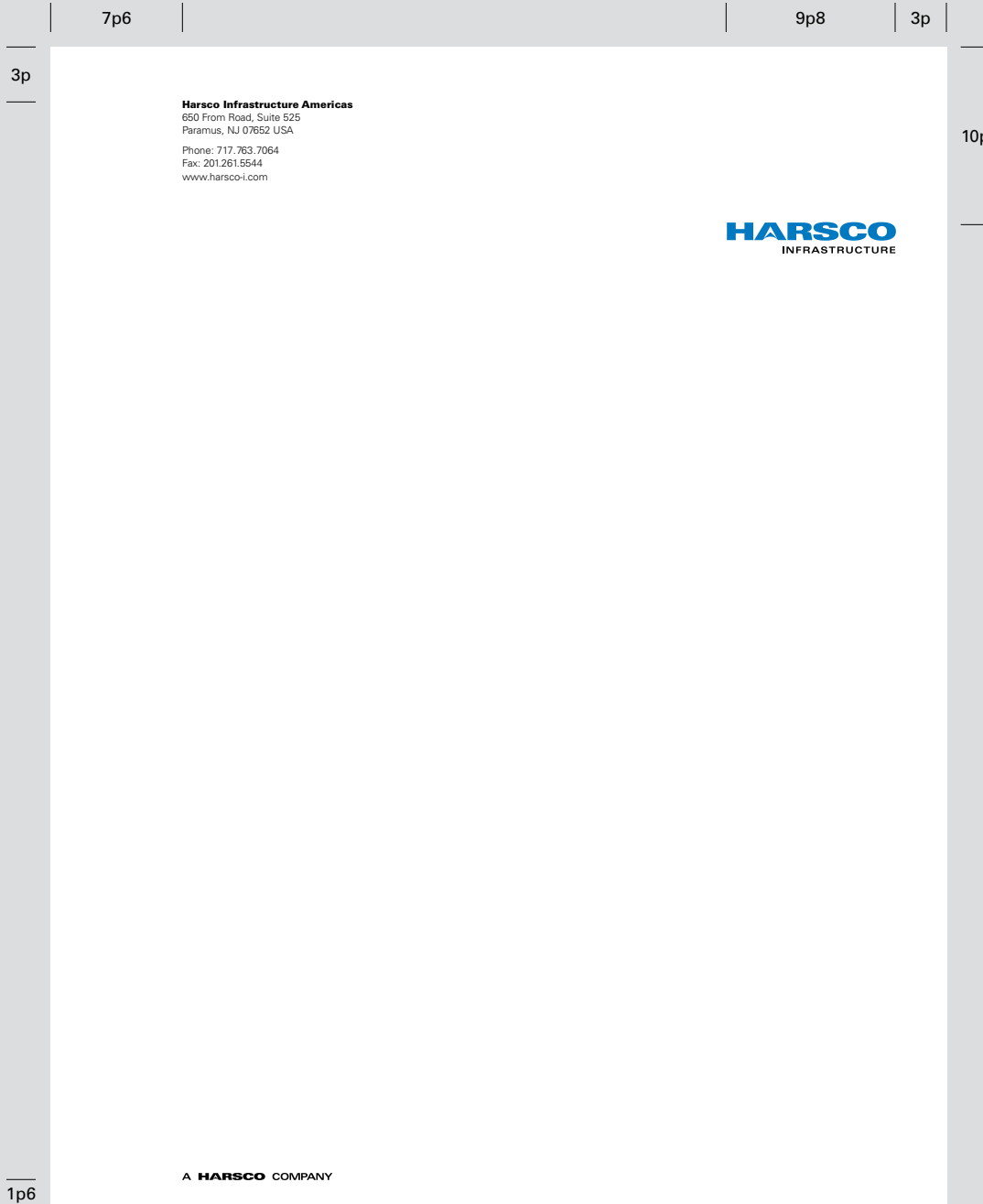


3 Business Group Stationery

- 3.1.1** Letterhead
- 3.1.2** Letterhead Typing Guidelines
- 3.2.1** Continuation Sheet
- 3.2.2** Continuation Sheet Typing Guidelines
- 3.3** Envelope
- 3.4** Mailing Label
- 3.5** Business Card
- 3.6** “With Compliments” Slip
- 3.7** Interoffice Memo Template
- 3.8** Fax Transmittal Template
- 3.9.1** ISO Letterhead
- 3.9.2** ISO Letterhead Typing Guidelines
- 3.10.1** ISO Continuation Sheet
- 3.10.2** ISO Continuation Sheet Typing Guidelines
- 3.11** ISO Envelope
- 3.12** ISO Mailing Label
- 3.13** ISO Business Card
- 3.14** ISO “With Compliments” Slip
- 3.15** ISO Interoffice Memo Template
- 3.16** ISO Fax Transmittal Template



Letterhead Shown at 60% of actual size

Dimensions

8.5" x 11"

Colors

Logotype: PMS 300

Supplementary type: Black

Legal Entity Name

Univers 75 Black, 7/9pt

Address

Univers 45 Light, 7/9pt

Company Affiliation

Univers 63 Bold Extended, 6pt

Printing

Offset lithography

Paper

Bright white, wove finish, medium weight,
custom HarSCO logo watermark

1.25" | | 1.25"

1.75"

Harsco Infrastructure Americas
350 Poplar Church Road
Camp Hill, PA 17011 USA
Phone: 717.763.7064
Fax: 717.763.6424
www.harsco-i.com

Date



Name
Title
Business Name
Street Address
City, State Zip Code

Salutation:

This letter demonstrates the approved flush-left typing/word processor format that complements Harsco Business Group letterheads. All letters should be typed using the Arial font with a point size of 11 and with a line space of 14 points.

Each line of copy, including the first line of each paragraph, aligns with the left edge of the address above.

Leave at least two line spaces between the Harsco website and the date. Leave three line spaces between the date and the address block. Leave two line spaces between the address block and the salutation. Leave one line space between the salutation and the first line of the letter. All paragraphs are flush left. Do not indent the first line. Leave one line space between paragraphs.

To end the letter, leave one line space above the complimentary close, and four line spaces between the complimentary close and the sender's name or title. Single space any additional information. Any additional information should be flush left with a font size of 11 points and a line space of 14 points. Always use the continuation sheet for succeeding pages.

Complimentary close,

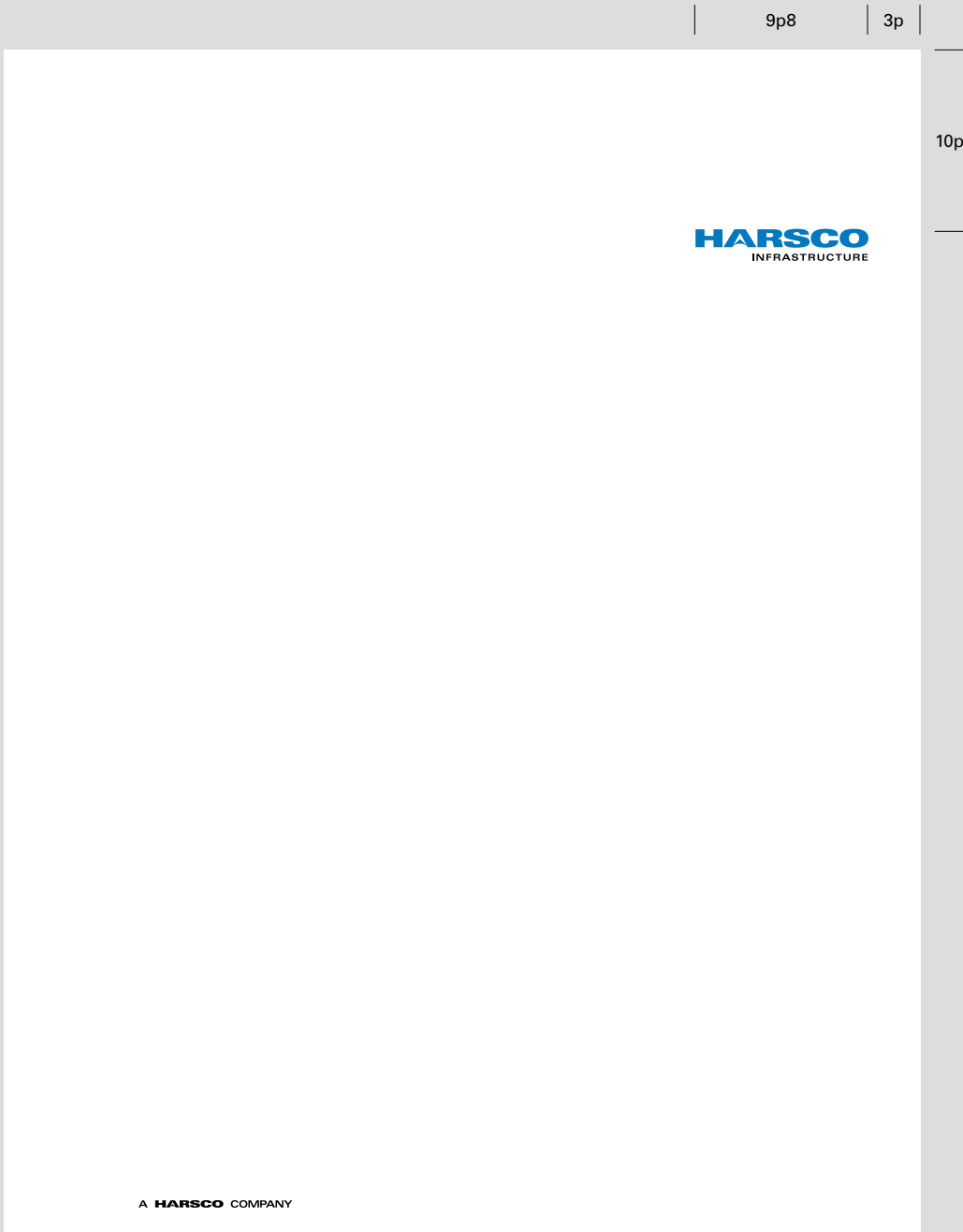
Sender's Name
Sender's Title

Enclosure

cc: First Name
Second Name

A **HARSCO** COMPANY

Letterhead Shown at 60% of actual size



1p6

Continuation Sheet Shown at 60% of actual size

Dimensions

8.5" x 11"

Colors

Logotype: PMS 300

Company Affiliation

Univers 63 Bold Extended, 6pt

Printing


Offset lithography

Paper

Bright white, wove finish, medium weight, custom Harsco logo watermark

1.25" | | 1.25"

2.5"



Recipient's name
Correspondence date
Page number

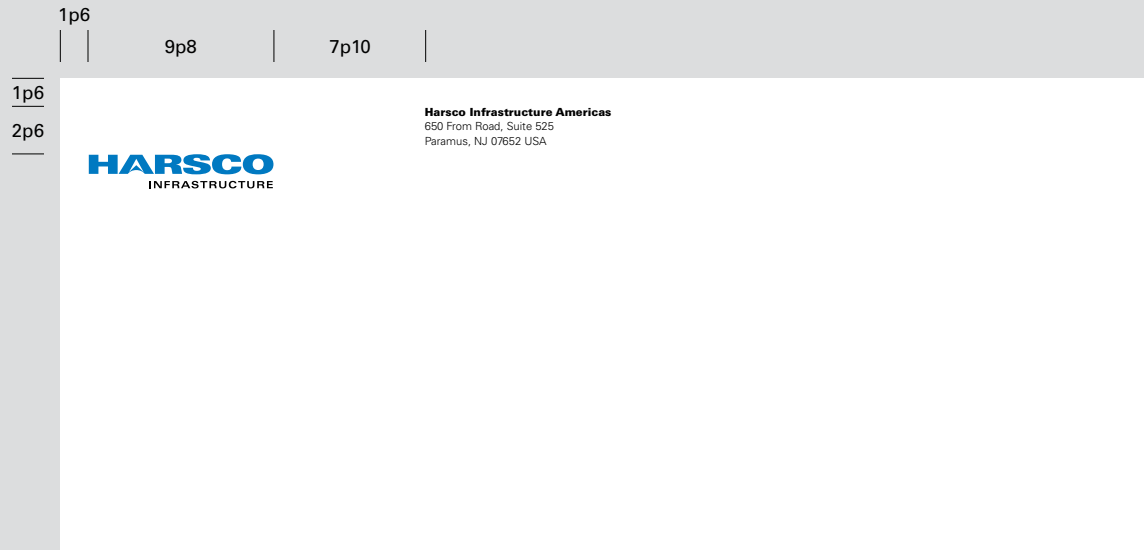
If correspondence exceeds one page in length, use the continuation sheet. A heading positioned 2.5" from the top of the page will include the recipient's name followed by the correspondence date and the page number on separate lines. Maintain the same left and right margins and point size as the first correspondence page.

A HARSCO COMPANY

Continuation Sheet Shown at 60% of actual size

3 Business Group Stationery

3.3 Envelope



No. 10 Envelope Shown at 60% of actual size

Dimensions

9.5" x 4.125"

Colors

Logotype: PMS 300

Supplementary type: Black

Legal Entity Name

Univers 75 Black, 7/9pt

Address

Univers 45 Light, 7/9pt

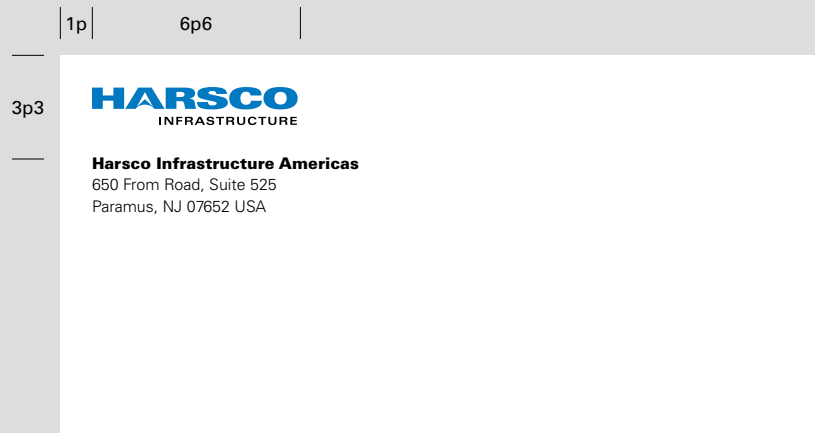
Printing

Offset lithography

Paper

Bright white, wove finish, medium weight

3.4 Mailing Label



Mailing Label Shown actual size

Dimensions

4" x 2"

Colors

Logotype: PMS 300

Supplementary type: Black

Legal Entity Name

Univers 75 Black, 6/8pt

Address

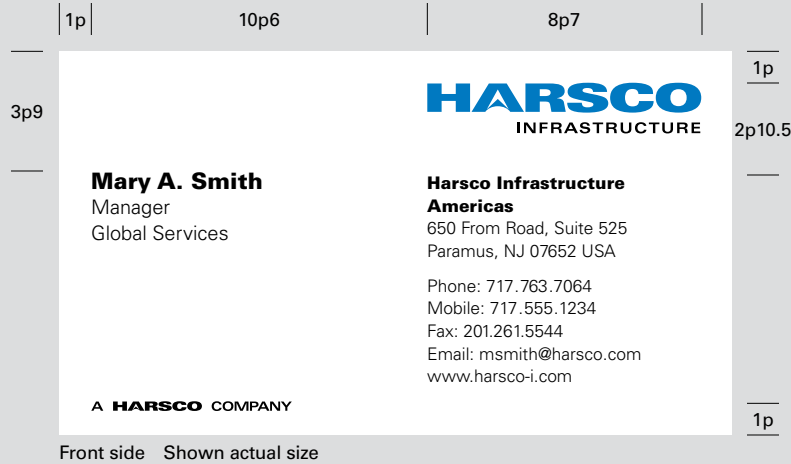
Univers 45 Light, 6/8pt

Printing

Offset lithography

Paper

Bright white, plate finish, self-adhesive



Dimensions

3.5" x 2"

Colors

Logotype: PMS 300
Supplementary type: Black

Name

Univers 75 Black, 8.5/9.5pt

Title

Univers 45 Light, 7.5/9.5pt

Legal Entity Name

Univers 75 Black, 6.5/8.5pt

Address

Univers 45 Light, 6.5/8.5pt

Maintain 1/2 linespace between city and phone number

Company Affiliation

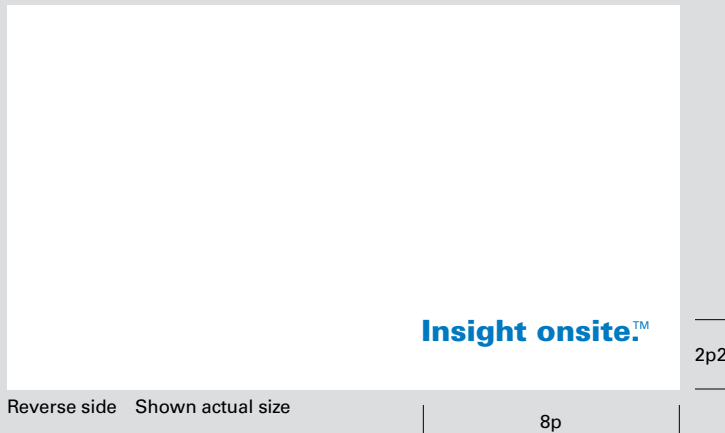
Univers 63 Bold Extended, 6pt

Printing

Offset lithography; embossing of printed logotype optional

Paper

Bright white, wove finish, cover weight



Brand Promise

Univers 75 Black, 11pt; omit when reverse side is used for a second language

Trademark Symbol

Univers 55 Roman, 4pt

Colors

Brand promise: PMS 300



Compliments Slip Shown at 60% of actual size

Dimensions

8.5" x 3.65"

Colors

Logotype: PMS 300

Supplementary type: Black

Legal Entity Name

Univers 75 Black, 7/9pt

Address

Univers 45 Light, 7/9pt

"With Compliments" Title

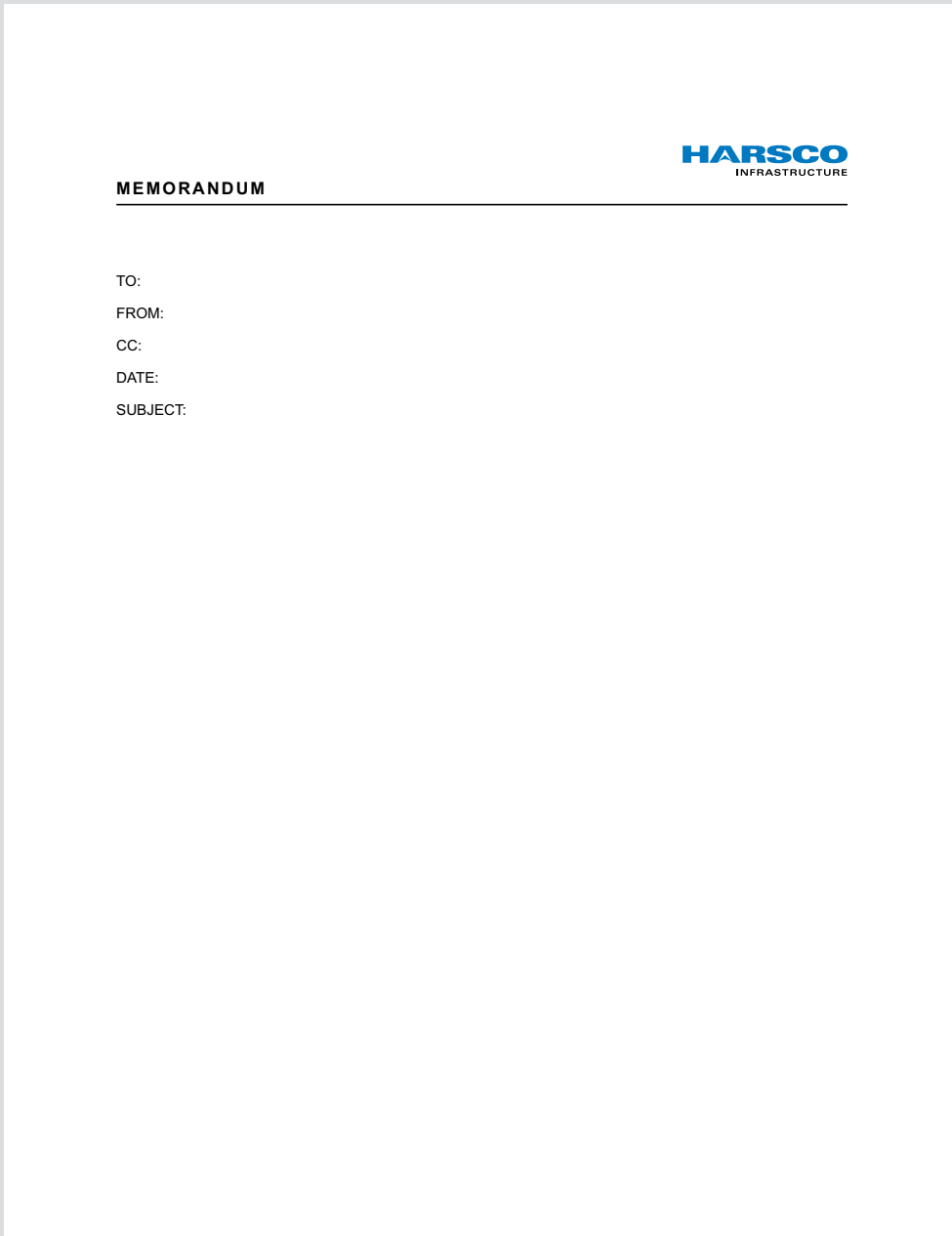
Univers 45 Light, 14pt

Printing

Offset lithography

Paper

Bright white, wove finish, cover weight



Interoffice Memo Template Shown at 60% of actual size

Dimensions

8.5" x 11"

Printing

Internal office printer

Harsco Infrastructure Americas
650 From Road, Suite 525
Paramus, NJ 07652 USA
Phone: 717.763.7064
Fax: 201.261.5544
www.harsco-i.com



FAX TRANSMITTAL

TO:

OF:

FAX NUMBER:

FROM:

DATE:

PAGES (INCLUDING COVER):

SUBJECT:

Original correspondence will be forwarded by mail Original correspondence will NOT be forwarded by mail

CONFIDENTIALITY NOTICE

The information in this fax is confidential and may be legally privileged. It is intended solely for the named recipient. Access to this fax by anyone else is unauthorized. If you are not the intended recipient or the employee or agent responsible for delivering the message to the recipient named, please note that any use, disclosure, copying, distribution of this fax or any action taken or omitted to be taken in reliance on it is prohibited. If you are not the intended recipient, please inform us by calling the sender at the phone number above.

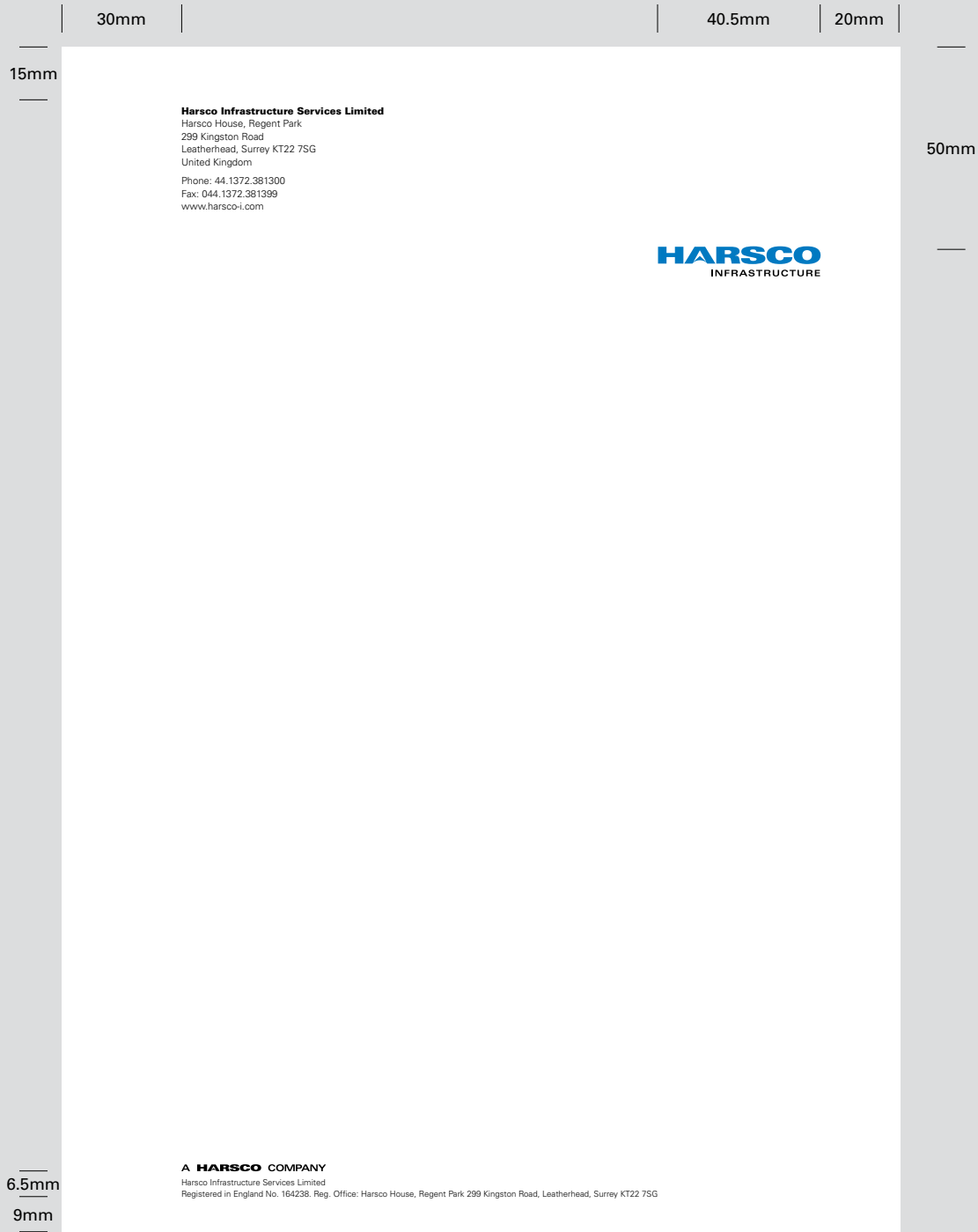
FaxTransmittalTemplate Shown at 60% of actual size

Dimensions

8.5" x 11"

Printing

Internal office printer



ISO Letterhead Shown at 60% of actual size

Dimensions

210mm x 297mm

Colors

Logotype: PMS 300

Supplementary type: Black

Legal Entity Name

Univers 75 Black, 7/9pt

Address

Univers 45 Light, 7/9pt

Company Affiliation

Univers 63 Bold Extended, 6pt

Registration

Univers 45 Light, 6/8pt

Printing

Offset lithography

Paper

Bright white, wove finish, medium weight,
custom Harsco logo watermark

30mm

30mm

51.5mm

Harsco Infrastructure Services Limited
 Harsco House, Regent Park
 299 Kingston Road
 Leatherhead, Surrey KT22 7SG
 United Kingdom
 Telephone: 01372 381300
 Fax: 01372 381399
 www.harsco-i.com

Date



Name
 Title
 Business Name
 Street Address
 City, State Zip Code

Salutation:

This letter demonstrates the approved flush-left typing/word processor format that complements Harsco Business Group letterheads. All letters should be typed using the Arial font with a point size of 11 and with a line space of 14 points.

Each line of copy, including the first line of each paragraph, aligns with the left edge of the address above.

Leave at least two line spaces between the Harsco website and the date. Leave three line spaces between the date and the address block. Leave two line spaces between the address block and the salutation. Leave one line space between the salutation and the first line of the letter. All paragraphs are flush left. Do not indent the first line. Leave one line space between paragraphs.

To end the letter, leave one line space above the complimentary close, and four line spaces between the complimentary close and the sender's name or title. Single space any additional information. Any additional information should be flush left with a font size of 11 points and a line space of 14 points. Always use the continuation sheet for succeeding pages.

Complimentary close,

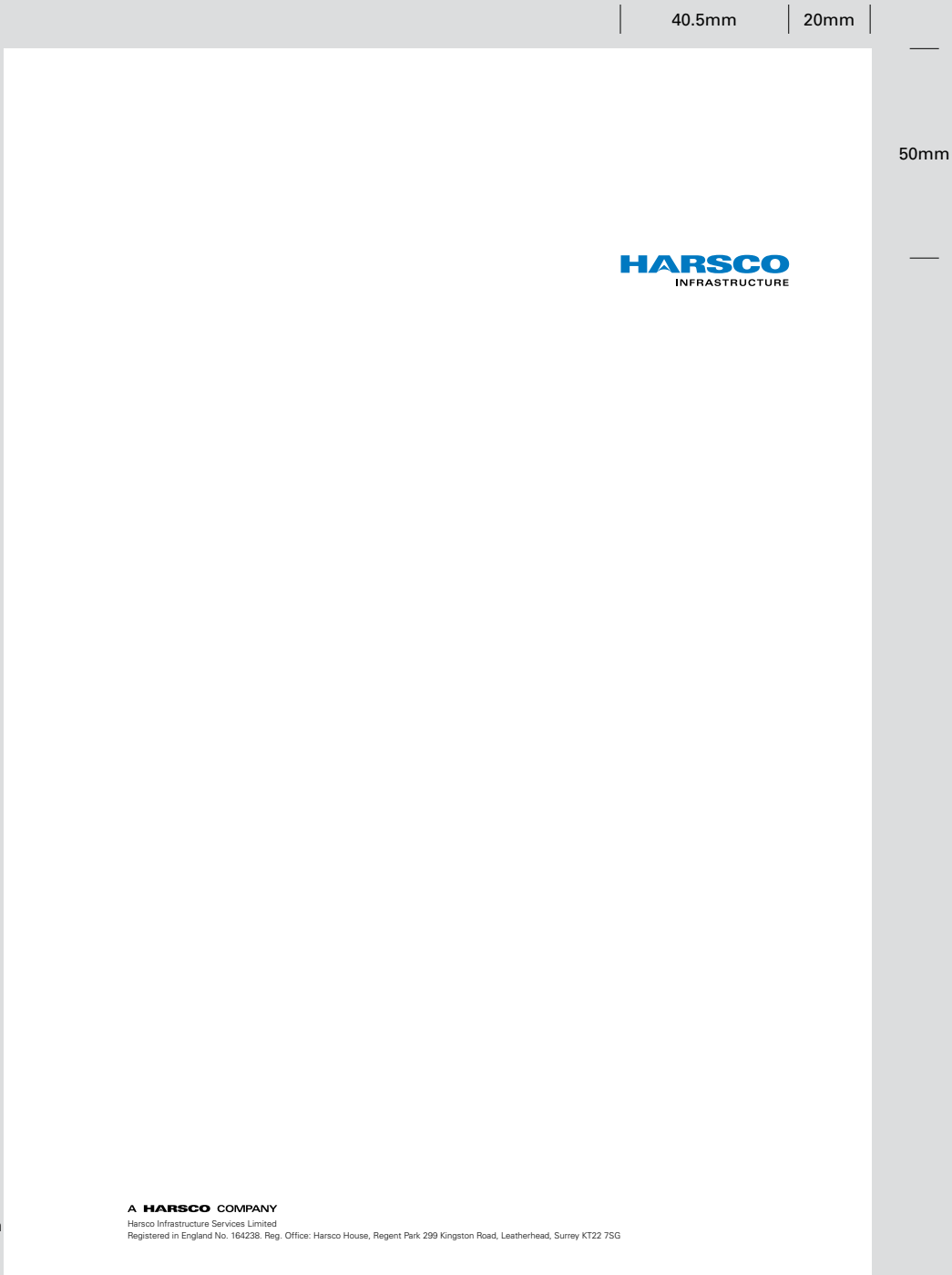
Sender's Name
 Sender's Title

Enclosure

cc: First Name
 Second Name

A HARSCO COMPANY
 Harsco Infrastructure Services Limited
 Registered in England No. 164238. Reg. Office: Harsco House, Regent Park 299 Kingston Road, Leatherhead, Surrey KT22 7SG

ISO Letterhead Shown at 60% of actual size



ISO Continuation Sheet Shown at 60% of actual size

Dimensions

210mm x 297mm

Colors

Logotype: PMS 300

Company Affiliation

Univers 63 Bold Extended, 6pt

Registration

Univers 45 Light, 6/8pt

Printing

Offset lithography

Paper

Bright white, wove finish, medium weight, custom Harsco logo watermark

30mm

30mm

70.5mm



Recipient's name
Correspondence date
Page number

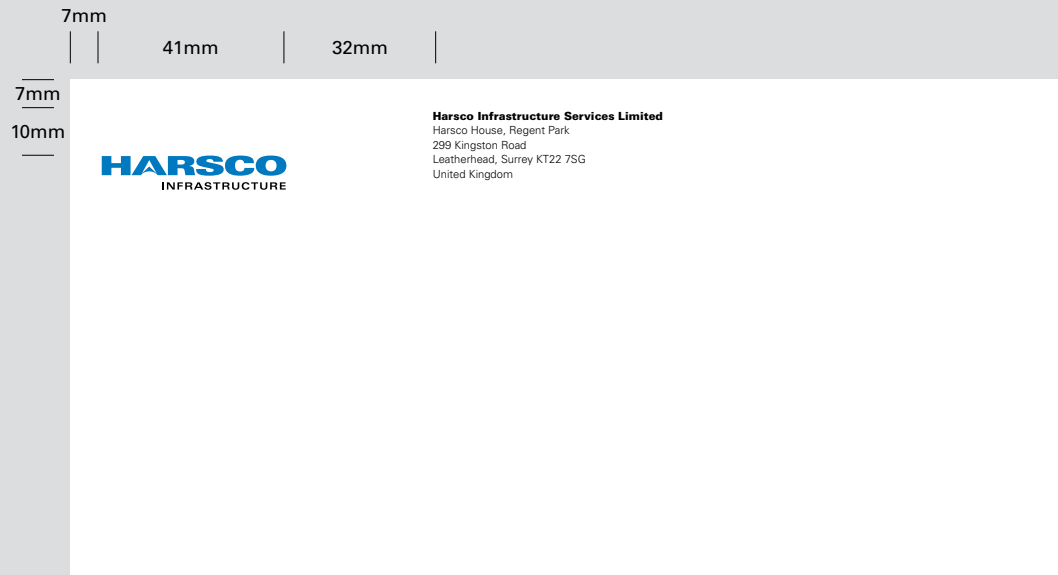
If correspondence exceeds one page in length, use the continuation sheet. A heading positioned 70.5mm from the top of the page will include the recipient's name followed by the correspondence date and the page number on separate lines. Maintain the same left and right margins and point size as the first correspondence page.

A HARSCO COMPANY
Harsco Infrastructure Services Limited
Registered in England No. 164238. Reg. Office: Harsco House, Regent Park 299 Kingston Road, Leatherhead, Surrey KT22 7SG

ISO Continuation Sheet Shown at 60% of actual size

3 Business Group Stationery

3.11 ISO Envelope



DL Envelope Shown at 60% of actual size

Dimensions

110mm x 220mm

Colors

Logotype: PMS 300

Supplementary type: Black

Legal Entity Name

Univers 75 Black, 7/9pt

Address

Univers 45 Light, 7/9pt

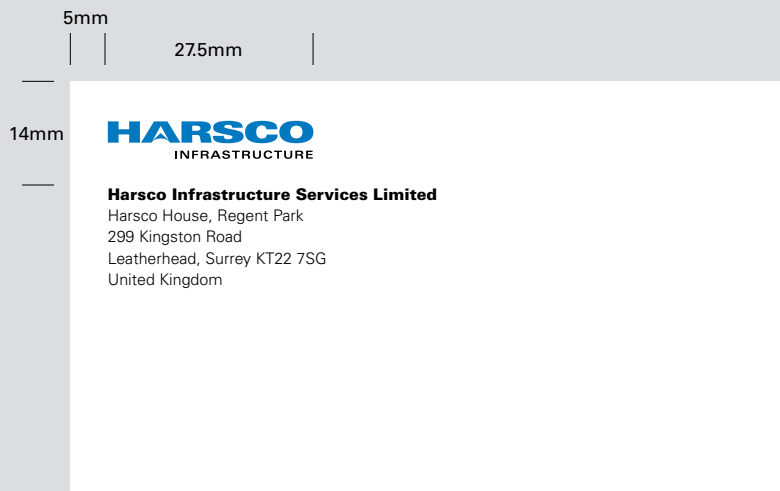
Printing

Offset lithography

Paper

Bright white, wove finish, medium weight

3.12 ISO Mailing Label



ISO Mailing Label Shown actual size

Dimensions

95mm x 55mm

Colors

Logotype: PMS 300

Supplementary type: Black

Legal Entity Name

Univers 75 Black, 6/8pt

Address

Univers 45 Light, 6/8pt

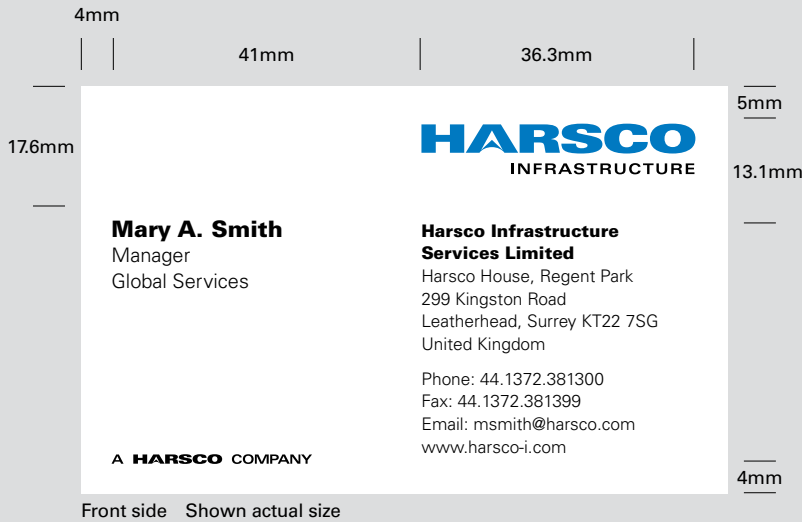
Printing

Offset lithography

Paper

Bright white, plate finish, self-adhesive

3.13 ISO Business Card



Dimensions

3.5" x 2"

Colors

Logotype: PMS 300
 Supplementary type: Black

Name

Univers 75 Black, 8.5/9.5pt

Title

Univers 45 Light, 7.5/9.5pt

Legal Entity Name

Univers 75 Black, 6.5/8.5pt

Address

Univers 45 Light, 6.5/8.5pt

Maintain 1/2 linespace between city and phone number

Company Affiliation

Univers 63 Bold Extended, 6pt

Printing

Offset lithography; embossing of printed logotype optional

Paper

Bright white, wove finish, cover weight



Brand Promise

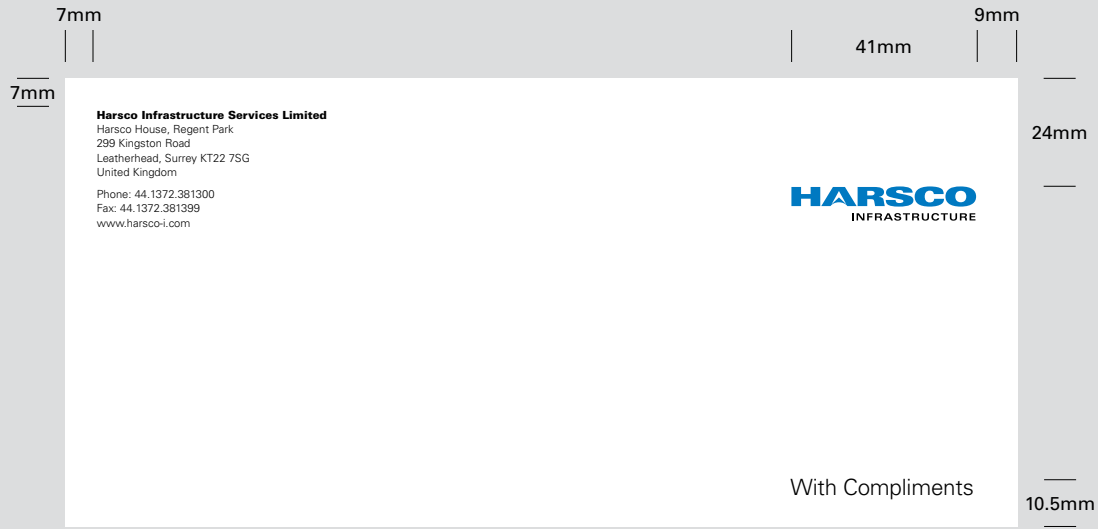
Univers 75 Black, 11pt; omit when reverse side is used for a second language

Trademark Symbol

Univers 55 Roman, 4pt

Colors

Brand promise: PMS 300



Compliments Slip Shown at 60% of actual size

Dimensions

210mm x 100mm

Colors

Logotype: PMS 300

Supplementary type: Black

Legal Entity Name

Univers 75 Black, 7/9pt

Address

Univers 45 Light, 7/9pt

"With Compliments" Title

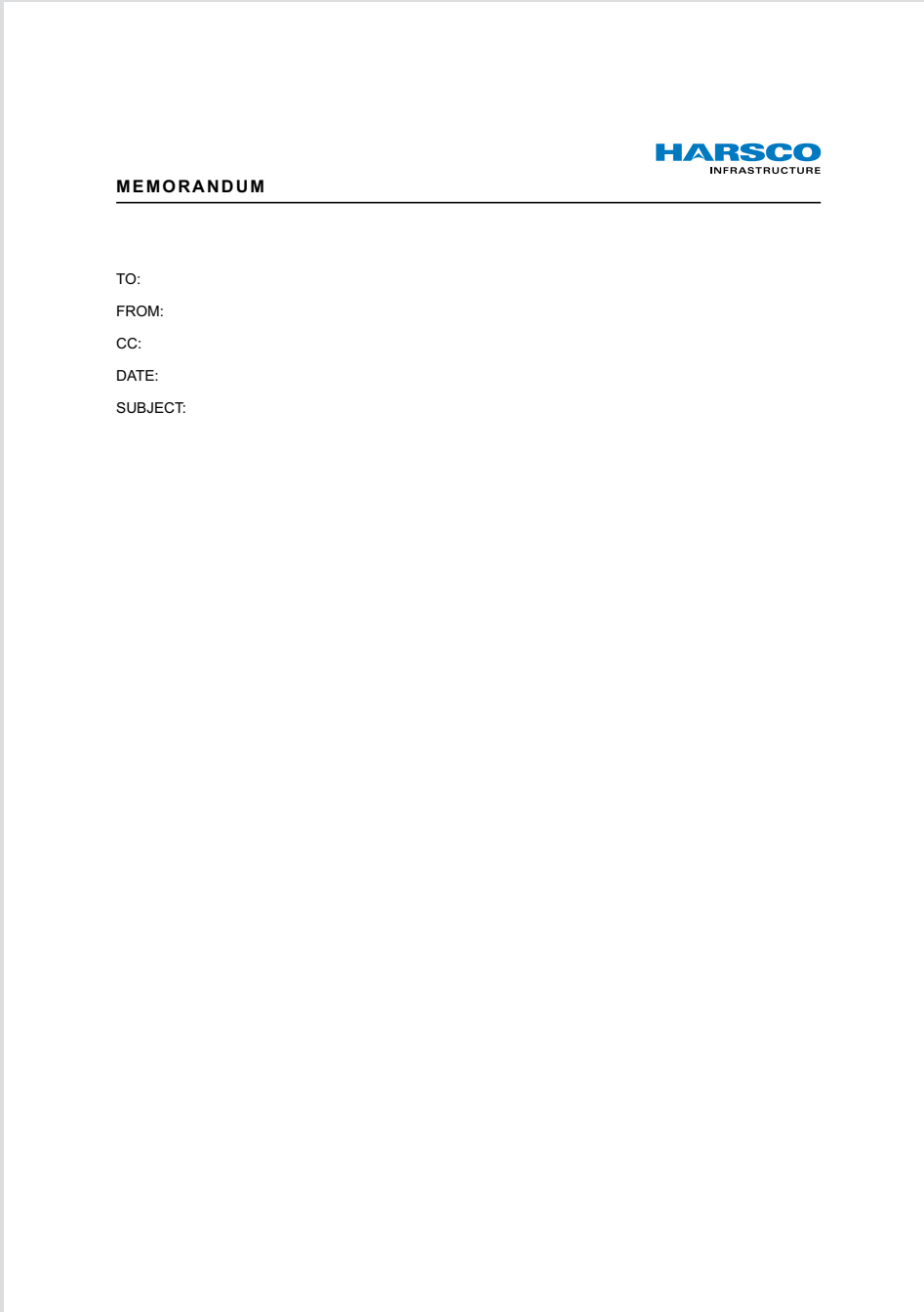
Univers 45 Light, 14pt

Printing

Offset lithography

Paper

Bright white, wove finish, cover weight



ISO Interoffice Memo Template Shown at 60% of actual size

Dimensions
210mm x 297mm

Printing
Internal office printer

Harsco Infrastructure Services Limited

Harsco House, Regent Park
299 Kingston Road
Leatherhead, Surrey KT22 7SG
United Kingdom

Phone: 44.1372.381300
Fax: 44.1372.381399
www.harsco-i.com



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ISO Fax Transmittal Template Shown at 60% of actual size

Dimensions

210mm x 297mm

Printing

Internal office printer