

Identity Standards



Prestige. Pedigree. Power. The GLOBAL LUXURY difference.

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46 SOCIAL MEDIA

· posts for Facebook & Instagram HTML EMAIL · eblast · eblast example EVENT MATERIALS · banners, table skirts & tent cards · samples SIGNAGE · yard signs 56 IDENTITY REQUIREMENTS · trademark overview · disclaimer & use of mark · registered service mark overview: dba · the mark in copy · trademark notations

LOGO WITH DBA

· vertical logo single-line dba

· vertical logo double-line dba

· vertical stacked logo single-line dba

· vertical stacked logo double-line dba

· horizontal logo single & double-line dba

· horizontal logo single & double-line dba (long names)

· horizontal stacked logo single & double-line dba

· horizontal stacked logo single & double-line dba (long names)



### CORE VALUES

Our CORE VALUES are woven into everything we do. They are the fiber of our messaging, our visual statement – our brand.









### HOME

It's the most important thing in our lives.

It's the place we long for at the end of the day, and the place that holds all we love and everything we cherish. And it's our agents' mission to bring the joy of home to every one of our clients with unrivaled expertise, passion and energy.

### **AWESOMENESS**

This is the spirit in every **Coldwell Banker**® agent and office. It's fun, it's happy, it's energetic and full of life. It's optimistic and always sees opportunity ahead. It's Gen Blue®, the Homes for Dogs Project, and a worldwide network of affiliated agents joining forces to share insight and knowledge, so we can all succeed together.

### **INGENUITY**

From our very beginning in 1906,
we saw things differently. We found new ways
to help our clients, and pioneered many
industry firsts. From the first real estate code
of ethics to the first real estate mobile app,
we've always been happiest when we're leading
the way to where the industry is going.

### **EXCELLENCE**

We believe that if you're going to do something, you should be the best at it. Never settle for average. Always be exceptional. Whether it's a listing presentation for a potential client, a home staging for an open house, or running an entire office—go beyond what's merely expected and deliver something amazing.

ON BLACK



In our reimagined logo and branding, Coldwell Banker Global Luxury® has adopted characteristics from the **Coldwell Banker**® rebrand introduced in 2019, reinforcing our identity as the luxury extension of one of real estate's most revered brands.

#### ON WHITE



We've introduced a new font and created a logomark reminiscent of a classic wax seal. The elegance is conveyed. The pedigree is understood.

### LOGO – variations

#### THE STACKED LOGO

The stacked logo is ideally suited to square or more vertically formatted materials, such as vertical business cards and vertical banner signage, allowing for the logo elements to be larger in their designated space.

### THE HORIZONTAL LOGO

The horizontal logo is ideally suited to horizontally formatted materials and limited space labeling opportunities, such as website titling and mastheads.





### LOGO – variations

#### THE SILVER LOGOMARK

The logomark also exists in a metallic silver version, which may be used on all Coldwell Banker Global Luxury® marketing materials and assets. The white outer ring of the logomark must be visible, so the metallic silver version may not be used on white or light backgrounds.







## LOGO – size & space parameters

### LOGO SIZE

The **Coldwell Banker**® logo must always appear on personal promotional literature in a prominent location and appropriate size. It should never be used smaller than a size where the logomark is less than .375" in width for the circular seal.

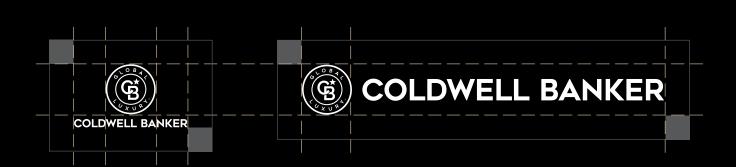
#### LOGO SAFETY SPACE

The safety distance around the logo is equal in measurement to 1/2 the height of the logomark. No other copy or graphics may be placed any closer to the logo than this distance. (This parameter is utilized in print and digital applications, but does not apply to signage.)

.375" wide







### LOGO - dba variations

### DBA LOGO VARIATIONS - DARK BACKGROUND

**VERTICAL** 



**VERTICAL STACKED** 



HORIZONTAL



HORIZONTAL STACKED



#### DBA LOGO VARIATIONS - LIGHT BACKGROUND



**VERTICAL** 



VERTICAL STACKED



HORIZONTAL



HORIZONTAL STACKED

### LOGO - rules for usage

### DO NOT

Place any other copy or graphics in or immediately around the mark. Nothing else is allowed in or next to the black box.





#### DO NOT

Use the mark in any other color combination, other than the approved black and white versions.





#### DO NOT

Use the logomark in reverse. The Coldwell Banker® star internal mark must always be white.





#### DO NOT

Substitute another font for Coldwell Banker.









### DO NOT

Superimpose any image or copy over the mark.





### DO NOT

Place the mark at an angle.





### DO NOT

Use the mark as a copy element.

When shown with the Coldwell Banker Global Luxury® logo, agent logos must be outside the safety distance around the Global Luxury logo and must be no larger

than the Global Luxury logo.











#### **DO NOT**

Stretch or condense the mark.

The Coldwell Banker Global Luxury® logomark may be used alone without the accompanying

Coldwell Banker® type as an accent element or identifier. In such cases it may be used in its black and white supplied formats, but must never be used in negative. The Coldwell Banker star internal mark must always appear as white, never as another color. The exception is if the entire seal and/or logo is being blind embossed.









DON'T

The Coldwell Banker Global Luxury® logomark may be used alone without the accompanying

Coldwell Banker® type as an accent element or identifier. In such cases it may be used in its black and white supplied formats, but must never be used in negative. The Coldwell Banker star internal mark must always appear as white, never as another color. The exception is if the entire seal and/or logo is being blind embossed.









# $LOGOMARK-{\it examples}$

LOGOMARK ON DARK BACKGROUND





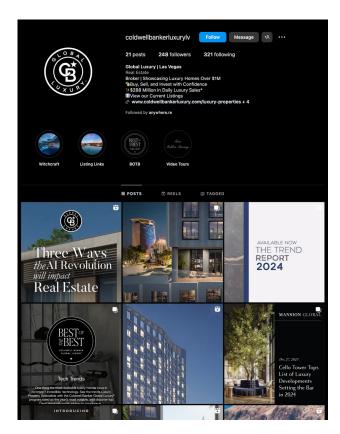
LOGOMARK ON LIGHT BACKGROUND



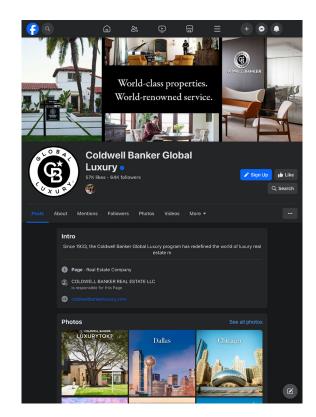


### LOGOMARK – samples / social media

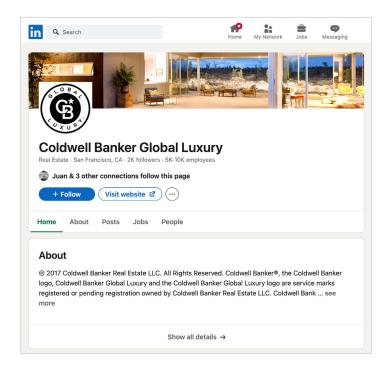
The logomark also acts as an ideal identifier for social media vehicles. To the right are examples of Instagram, Facebook and LinkedIn home pages, each using the logomark as the profile image.



**INSTAGRAM** 



**FACEBOOK** 



LINKEDIN

# LOGO & LOGOMARK – applications / swag









### LUXURY SWAG

A limited line of curated swag items have been chosen to best represent the Coldwell Banker Global Luxury® program. Our logo in its entirety or the circular seal standing alone have been applied and positioned with an eye for style. Elegance, after all, is in the details.

These items are available on ColdwellBankerStore.com.





Logo in black foil

# VOICE – quiet confidence

With copywriting and messaging, our approach is thoughtful, informative, clear and always courteous.

We respect your wants and needs. And we respect your time and responsibilities. We are here to assist, guide and represent you in any way we can with experience, strength and grace.



### VOICE – examples of tone

#### **INFORMATIVE**

Decade after decade, this elite program has endured as "best in class" by leveraging innovation, technology and the expertise of Luxury Property Specialists across the globe.

Today, the iconic **Coldwell Banker**® brand is synonymous with a gold standard of service, cementing its status as a premier real estate authority for present and future generations of discerning buyers and sellers everywhere.

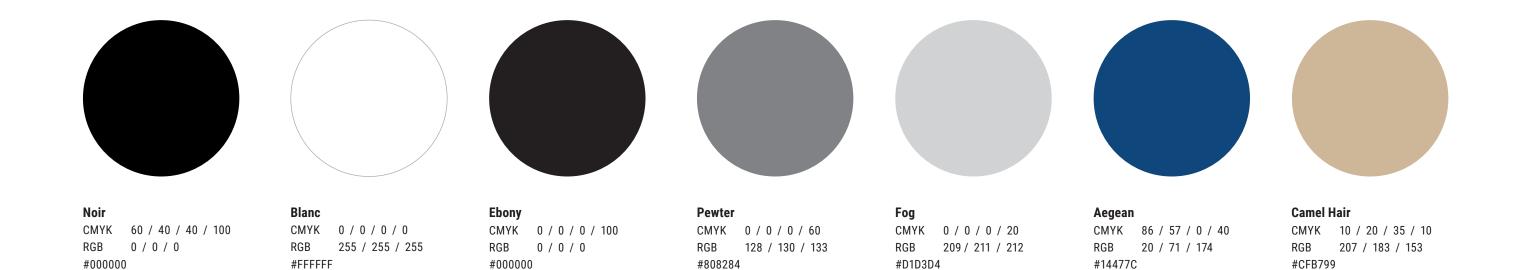
#### THOUGHTFUL

Beauty and serenity can be found on the expansive brick patio overlooking the sea, surrounded by mature trees, manicured grounds and extraordinary sculptures. It is the ideal location for dining, relaxing and savoring masterful sunsets.

CLEAR

# YOUR LUXURY IS OUR LEGACY.

## COLOR PALETTE – a refined selection



Black and white and shades of gray create a surface of strength and simplicity, on which we can build a vivid story where the settings and personalities provide the real color. Camel Hair and Aegean are offered as secondary colors to complement the subject matter when appropriate.

### DIGITAL COLOR PALETTE

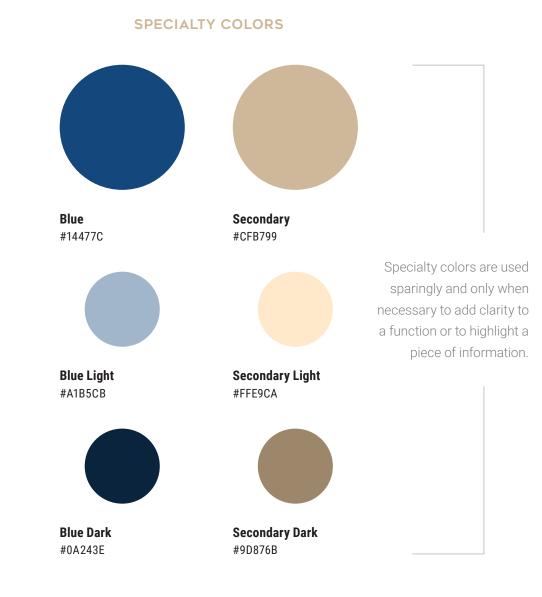
Black is our signature color. It is recognized internationally and is present in our logo, signage and all brand materials. White space is incorporated generously for a clean, contemporary look and easy readability. Black is our go-to for typography. Our specialty color palette is meant to be used sparingly to help guide the user while the gray palette adds emphasis, texture and depth. Generally speaking, color should be introduced through photography and illustrations. The UI elements should remain simple, clean and clear allowing the user to easily navigate through the application.

**SURFACES** - Surfaces should always be black (primary dark) or white. Shades of gray and blue can be used to add depth.

**BUTTONS - Primary buttons are Google Material Contained** styles in Primary. Secondary buttons are Google Material Outline style in Primary. Secondary Buttons may also be text only.

**ACCENTS -** Google Material Primary/Secondary color rules apply for all components (tabs, toggles, radio buttons, etc.). Secondary or grays may be used for additional accents and flourishes (icons, horizontal rules, etc.).





### TYPOGRAPHY - fonts

Successful typography adds character and personality to the written word. The font family for Coldwell Banker Global Luxury® now includes three font collections to assist in this task:

#### ADOBE GARAMOND PRO | ROBOTO | GEOMETOS NEUE

ADOBE GARAMOND PRO is a classic serifed font that adds elegance and a refined strength to any message. In its many weight and style variations, it is suitable for all kinds of typographic messaging.

**ROBOTO** is a diverse type family, available in 18 weights and styles. It's very readable and can go from a whisper to a shout, depending on the weight, size and styling.

GEOMETOS NEUE is the brand font for the **Coldwell Banker**® brand. For Coldwell Banker Global Luxury materials, we use it in headlines, subheads, charts and words or phrases that are meant to stand out. It's strong and graphic.

#### DIGITAL ALTERNATIVES

WEBSITES - ROBOTO (default) and GARAMOND for use on headlines and subheads

**EMAILS - ARIAL** (body) and **TIMES NEW ROMAN** for use headlines and subheads

Examples of the above will follow on the next page.

### ADOBE GARAMOND PRO

AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQqRrSsTtUuVv WwXxYyZz 1234567890!@#\$%

Regular | Italic | Semibold | Semibold Italic | Bold | Bold Italic

### ROBOTO

AaBbCcDdEeFfGgHhliJjKkLlMmNnOoPpQqRrSsTtUuVv WwXxYyZz 1234567890!@#\$%

Thin | Thin Italic | Light | Light Italic | Roman | Italic | Medium | Medium Italic | Bold | Bold Italic | Black | Black Italic

Roboto is a free Google® font available here.

## GEOMETOS NEUE

ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890!@#\$%

EXTRA LIGHT | LIGHT | REGULAR | BOLD | EXTRA BOLD | BLACK | ULTRA

### TYPOGRAPHY – examples

Headline case and weight should be determined by message and mood. The correct style choice can enhance the message and give voice to the content.

> A very thin font in all caps implies a sophisticated voice behind the message. This is ROBOTO LIGHT with open letter spacing.

A classic serifed font, like ADOBE GARAMOND PRO, REGULAR adds an air of refinement to any type treatment.

Bold type is suitable for

This is ROBOTO BLACK.

enforcing a powerful message.

Recruiting ads with powerful messages can be enforced by using all caps/bold, here in GEOMETOS for example.

Upper/lower or all lower case headlines, as in ROBOTO ROMAN are more personal, relaxed and inviting.

Using Italics in all caps brings movement and energy to a message and adds visual appeal. This is ADOBE GARAMOND PRO ITALIC.

# conversational

Lower case italic, especially in a serifed font like ADOBE GARAMOND PRO ITALIC, is easy to read and smartly conversational.



### PHOTOGRAPHY – exteriors

















Dramatic angles, beautiful lighting. Our exterior photography highlights the architecture and surroundings, creating an ideal setting that impresses and inspires.

### PHOTOGRAPHY – interiors











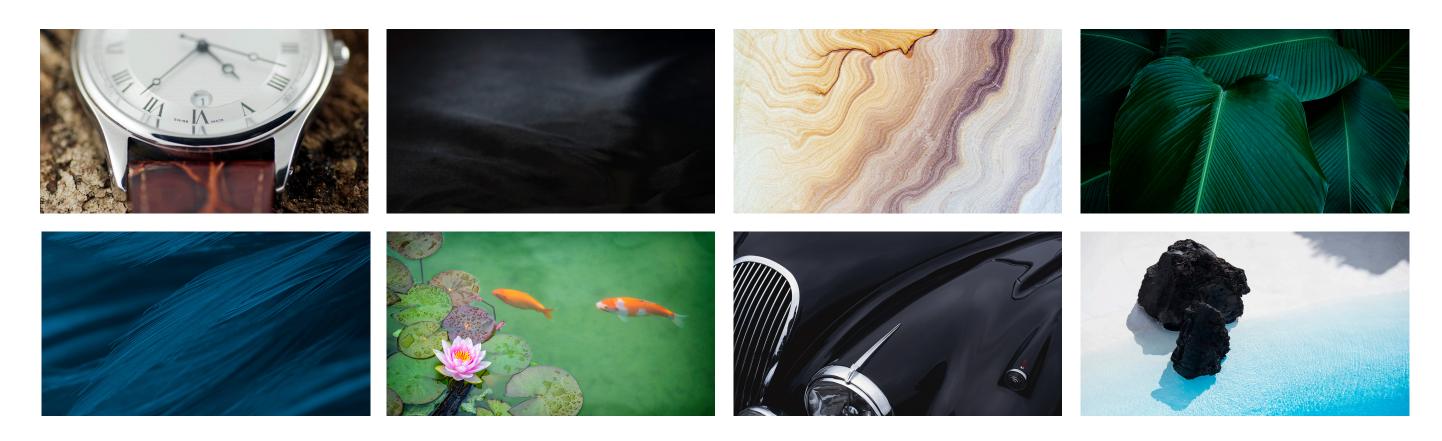






Glorious spaces, unique environments. Our interior photography presents the ultimate in luxury living in a way that is atmospheric, dramatic and welcoming at the same time.

### PHOTOGRAPHY – details



Rich textures, delicious colors. Our detail photography exists to create an added spark, a touch of whimsy, a grand gesture. Luxury is in the details.



#### **OPTION 1**

FRONT



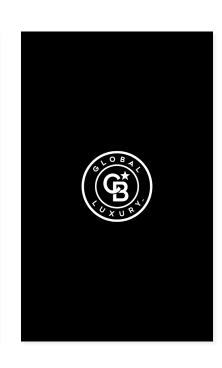
White on black

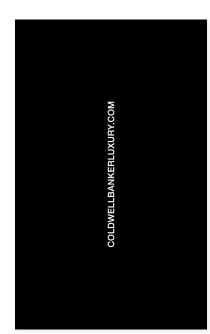


COB VX UP



**BACK OPTIONS** 





Logo in black foil

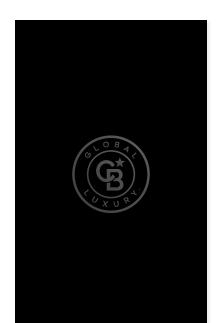
All options for stationery package components can be found at **Desk > Xpressdocs**. Put together your personal look\*.

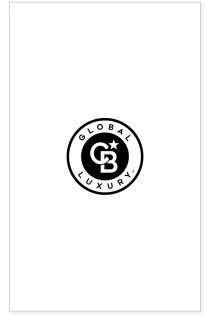
#### **OPTION 2**

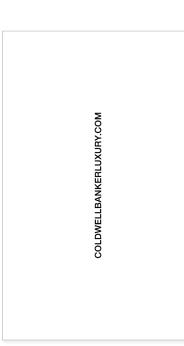
### FRONT



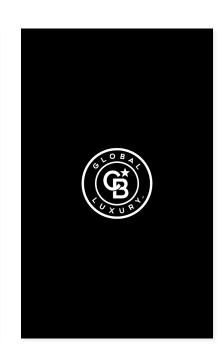
Black on white

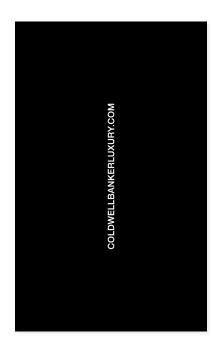






**BACK OPTIONS** 

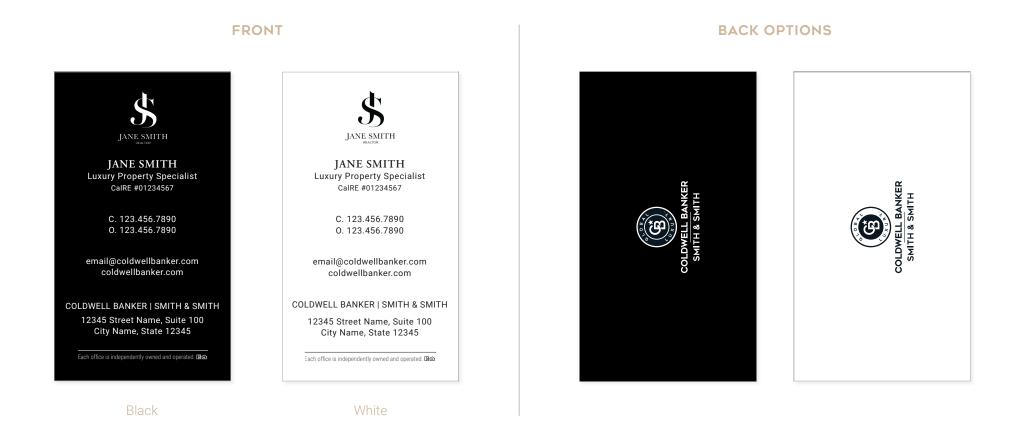




Logo in black foil

All options for stationery package components can be found at **Desk > Xpressdocs**. Put together your personal look.

#### **OPTION 3**



The Coldwell Banker Global Luxury® mark with your approved company trade name (DBA) must appear on the back of the business card. All options for stationery package components can be found at **Desk > Xpressdocs**. Put together your personal look.

#### LETTERHEAD



JANE DOE

LUXURY PROPERTY SPECIALIST

C. 310.820.6811 | O. 310.447.6435 F. 310.447.2000 janedoe.com | janedoe.com CaIRE #12345678

Dear John Smith,

Fugit, ut magnatet unt la suntiuriore plicit, aperuntia vella volupti oribus erate magnimincto doluptatur? Quibeatum aut doluptatur as solor sitaquibus excernam fugit minimol uptatib erferuptat. Molore dolentis adit et dus prenitat aut eroribu scipsam quos es qui volorum cum autatibea necepra volupic tectias perrum voloreh endiand icitatibus, sit officae poreicias ducillabo. Ut ex eosam, num et ut officiatium alicipi delenim inctem illesed.

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COLDWELLBANKERLUXURY.COM



JANE DOE | LUXURY PROPERTY SPECIALIST

C. 310.820.6811 | O. 310.447.6435 F. 310.447.2000

Dear John Smith,

Fugit, ut magnatet unt la suntiuriore plicit, aperuntia vella volupti oribus erate magnimincto doluptatur? Quibeatum aut doluptatur as solor sitaquibus excernam fugit minimol uptatib erferuptat. Molore dolentis adit et dus prenitat aut eroribu scipsam quos es qui volorum cum autatibea necepra volupic tectias perrum voloreh endiand icitatibus, sit officae poreicias ducillabo. Ut ex eosam, num et ut officiatium alicipi delenim inctem illesed.

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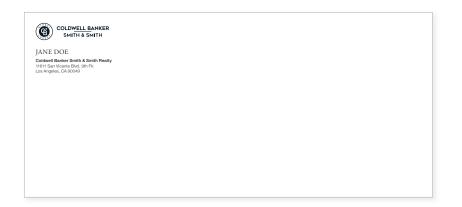
11611 San Vicente Blvd. 9th Flr. | Los Angeles, CA 90049

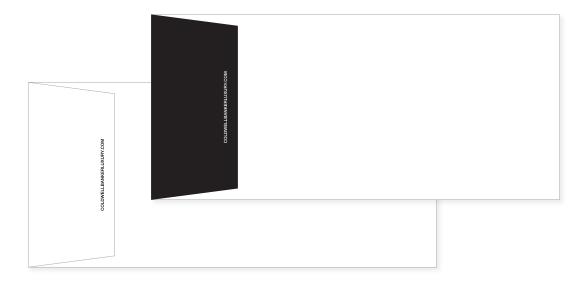
Each office is independently owned and operated.





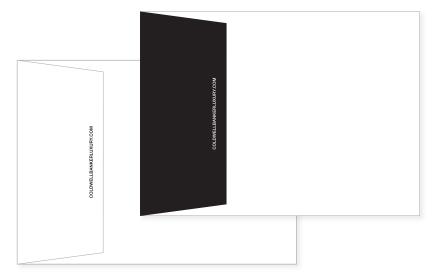
### **ENVELOPES**





#10 Envelope with flap options



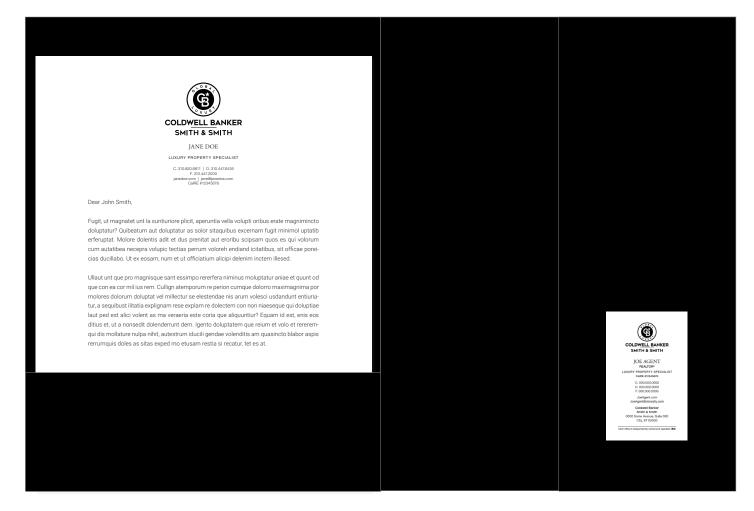


A10 Envelope with flap options

# STATIONERY – housing folder

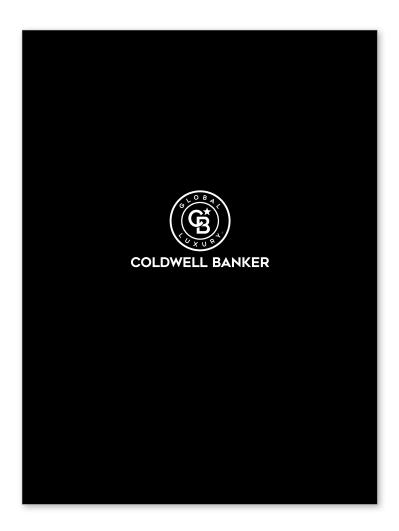


### **OPTION 1**

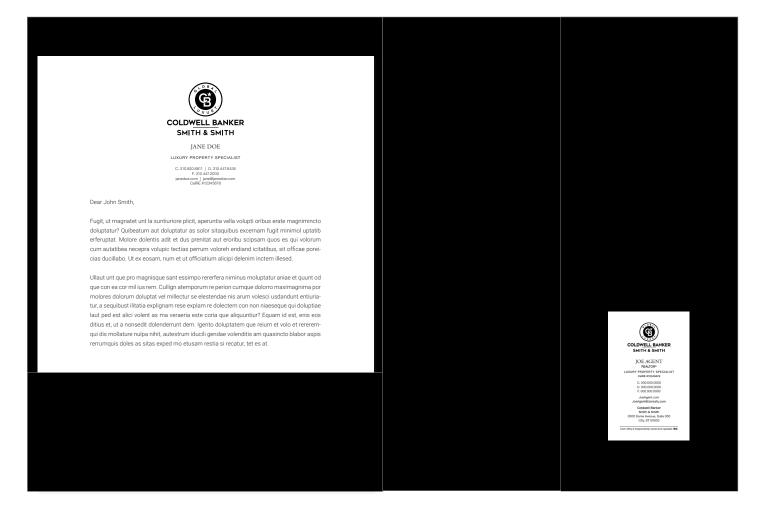


Black folder with black embossed cover logo

# STATIONERY – housing folder

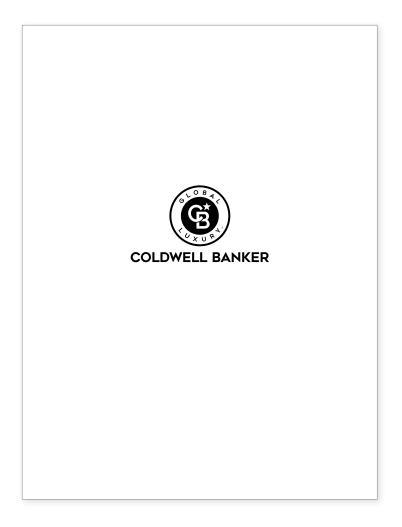


### **OPTION 2**



Black folder with white cover logo

# STATIONERY – housing folder

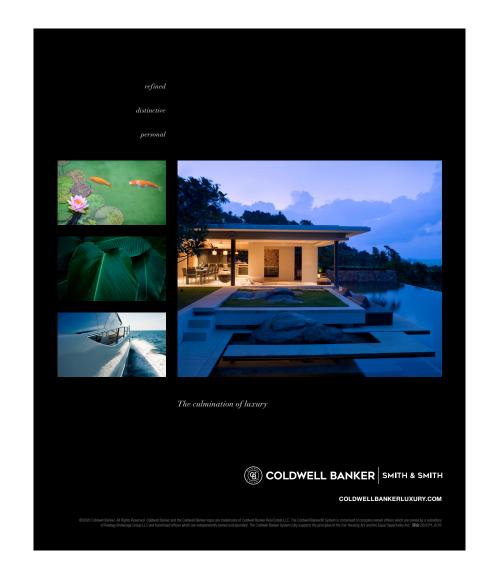


### **OPTION 3**



White folder with black cover logo

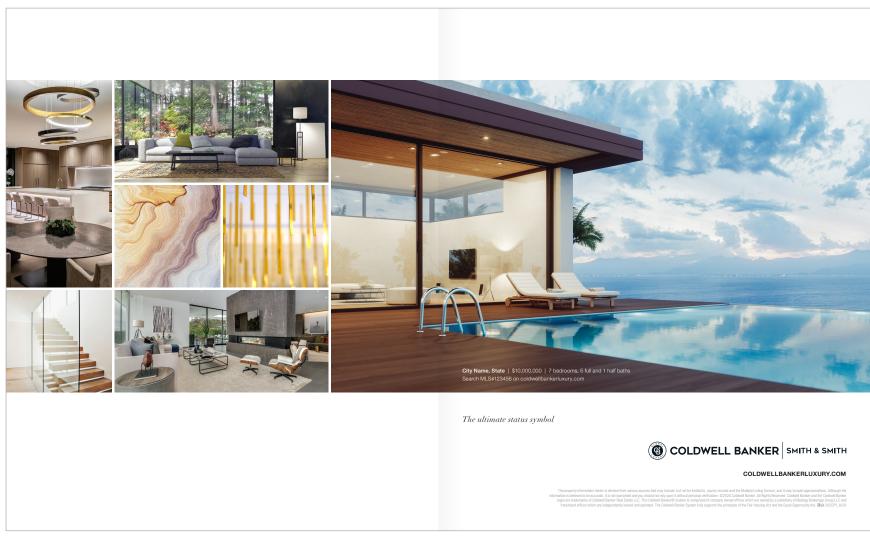
# ADVERTISING – branding ads



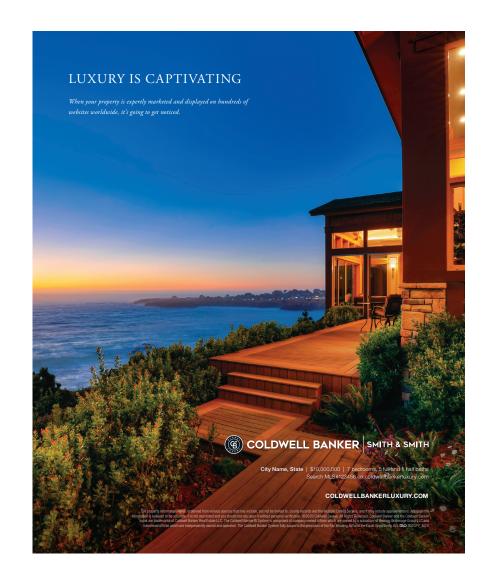


# ADVERTISING – branding ads





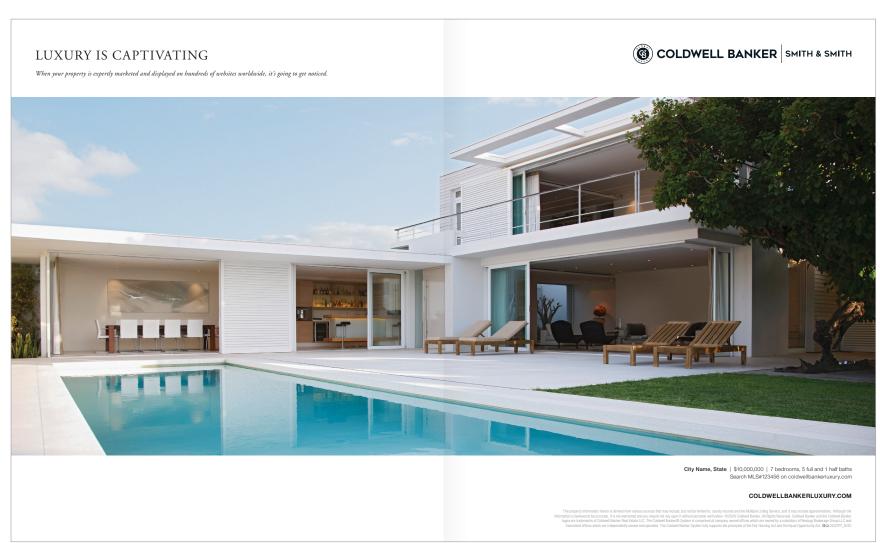
### ADVERTISING – seller ads





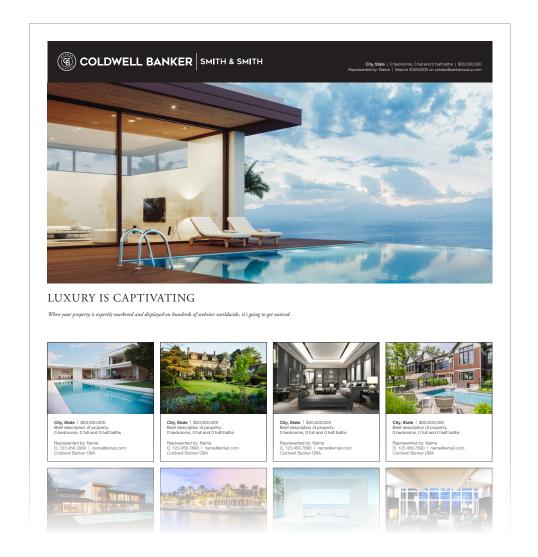
### ADVERTISING – seller ads

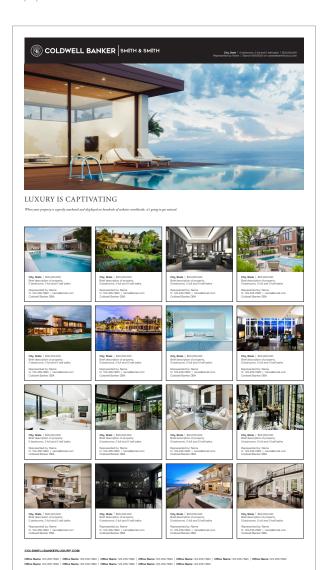




# ADVERTISING – listing ads (company & office)

### **OPTION 1**



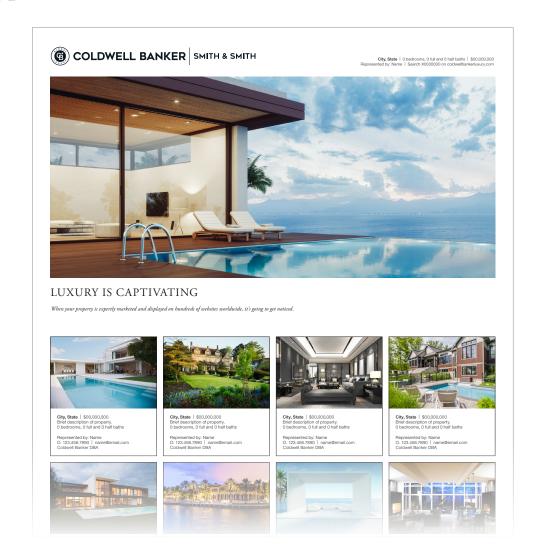


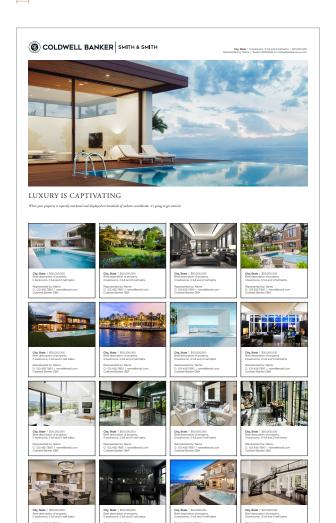
Adobe Garamond Pro Regular Adobe Garamond Pro Italic Roboto Medium

0.5" I

# ADVERTISING – listing ads (company & office)

### OPTION 2





Fonts Adobe Garamond Pro Regular Roboto Medium Roboto Light

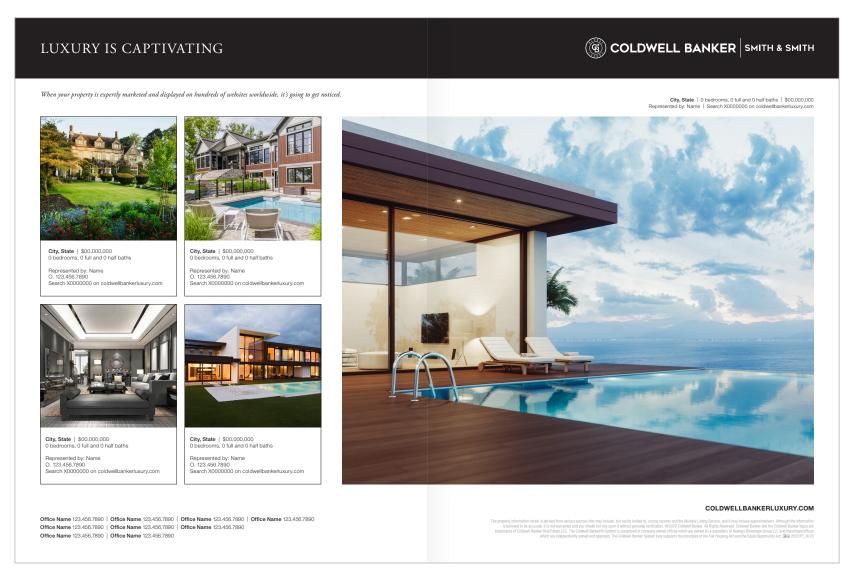
0.5" I

# ADVERTISING - magazine listing ad spread (company & office)

**OPTION 1** 

1.2059"

Adobe Garamond Pro Regular Adobe Garamond Pro Italic Roboto Medium Roboto Light



Based on 16.25" X 10.75" layout

# ADVERTISING - magazine listing ad spread (company & office)

**OPTION 2** 

Adobe Garamond Pro Regular Adobe Garamond Pro Italic

> Roboto Medium Roboto Light

LUXURY IS CAPTIVATING

When your property is expertly marketed and displayed on hundreds of websites worldwide, it's going to get noticed.

(6) COLDWELL BANKER SMITH & SMITH

City, State | 0 bedrooms, 0 full and 0 half baths | \$00,000,000 ented by: Name | Search X0000000 on coldwellbankerluxury.com



City, State | \$00,000,000 0 bedrooms, 0 full and 0 half baths



City, State | \$00,000,000 0 bedrooms, 0 full and 0 half baths



Represented by: Name O. 123.456.7890 Search X0000000 on coldwe



City, State | \$00,000,000 0 bedrooms, 0 full and 0 half baths Represented by: Name O. 123.456.7890 Search X0000000 on coldwellbankerluxury.com

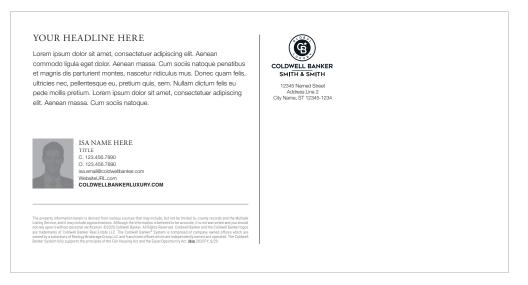


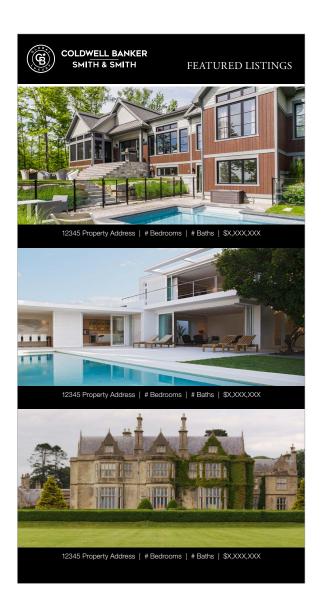
Office Name 123.456.7890 | Office Name 123.456.7890 | Office Name 123.456.7890 | Office Name 123.456.7890 Office Name 123.456.7890 | Office Name 123.456.7890 | Office Name 123.456.7890 Office Name 123.456.7890 | Office Name 123.456.7890

COLDWELLBANKERLUXURY.COM

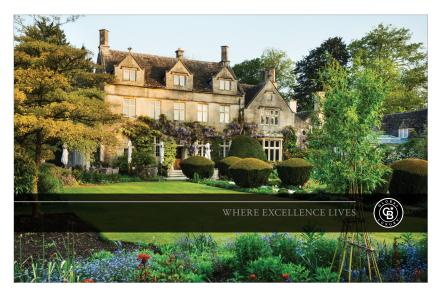
# COLLATERAL – postcard samples

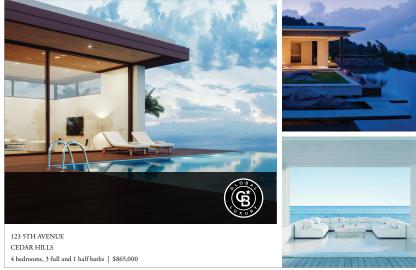


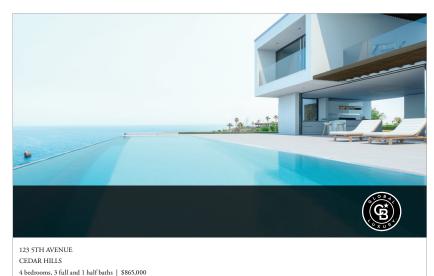




# COLLATERAL – postcard samples







### 123 STREET NAME | CITY 4 BEDROOMS, 3 FULL AND 1 HALF BATHS | \$865,000

accusantium doloremque laudantium.



JANE DOE LUXURY PROPERTY SPECIALIST

COLDWELLBANKERLUXURY.COM

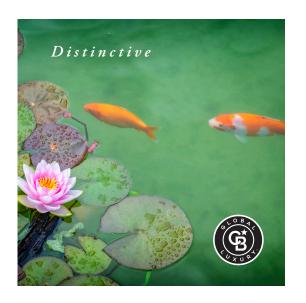


# SOCIAL MEDIA – posts for Facebook & Instagram

















### HTML EMAIL – eblast



When a marketing program has been designed exclusively for high-end properties and an affluent clientele, the results are extraordinary.

- Strategic partnerships and an extensive global network give your property wide exposure.
- Exclusive marketing tools and proprietary publications provide abundant opportunities to showcase your home directly to an ultra-affluent audience
- Luxury Property Specialists are backed by stringent certification criteria and extensive market expertise to ensure knowledgeable service.

Give your home property marketing unlike any other. Contact me today.



#### AGENT NAME

LUXURY PROPERTY SPECIALIST

C. 555.555.5555 | O. 555.555.5555 | F. 555.555.5555 email@email.com | email@officeemail.com

COLDWELLBANKERLUXURY.COM





When your property is expertly marketed and displayed on hundreds of websites worldwide, it's going to get noticed.

- Our internet reach puts your home on the world's most-visited real estate websites.
- Global Luxury properties receive additional exposure on 50+ luxury-focused websites targeting high-net-worth consumers.
- Exclusive websites coldwellbankerluxury.com and USLuxuryEstates.com attract and cater to an international, affluent audience.

Give your home the attention it deserves. Contact me today.



#### AGENT NAME

LUXURY PROPERTY SPECIALIST

C. 555.555.5555 | O. 555.555.5555 | F. 555.555.5555 email@email.com | email@officeemail.com

COLDWELLBANKERLUXURY.COM



# HTML EMAIL – eblast example

#### **EXAMPLE**

400 px. or taller depending on creative



When a marketing program has been designed exclusively for high-end properties and an affluent clientele, the results are extraordinary.

- Strategic partnerships and an extensive global network give your property wide exposure.
- Exclusive marketing tools and proprietary publications provide abundant opportunities to showcase your home directly to an ultra-affluent audience worldwide.
- Luxury Property Specialists are backed by stringent certification criteria and extensive market expertise to ensure knowledgeable service.

Give your home property marketing unlike any other. Contact me today.



AGENT NAME
LUXURY PROPERTY SPECIALIST
C. 555.555.5555 | O. 555.55555 | F. 555.555.5555 email@email.com | email@officeemail.com

COLDWELLBANKERLUXURY.COM



Not intended as a solicitation if your property is already isseed by another broker. ©2020 Coldwell Banker. All Rights Reserved. Coldwell Banker and the Coldwell Banker hopes are trades of Coldwell Banker Read Issate LLC. The Coldwell Banker System is comprised of company owner offices which are owned by a subsidiary of Reintry Brokerage Group LLC and france affices which are international international conference with an international conference and international conference with a conference which are conference with owner of the conference with a conference with

Margins 40 px. I

Logomark 80 px. depending on creative

Web Safe Font Times Italic Arial Regular

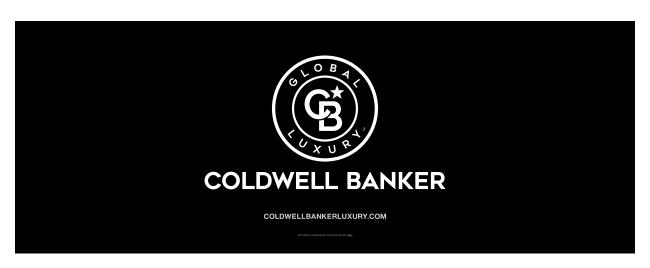
Based on 600 px. x 900 px. layout

### EVENT MATERIALS – banners, table skirt & tent cards

Pull-Up Banner



Table Skirt



Tent Cards







Pull-Up Banner



# EVENT MATERIALS – samples

Pull-Up Banner

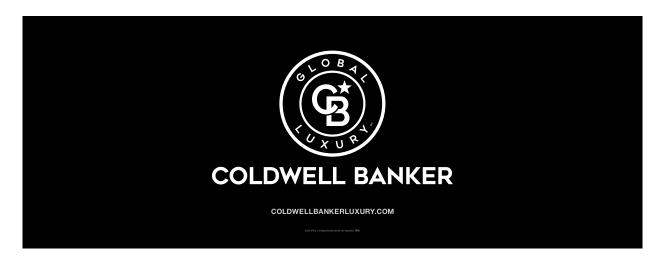


Subhead Adobe Garamond Pro Italic

Website Roboto Bold

32.5" x 81"

Table Skirt



Website Roboto Bol

72" x 27"

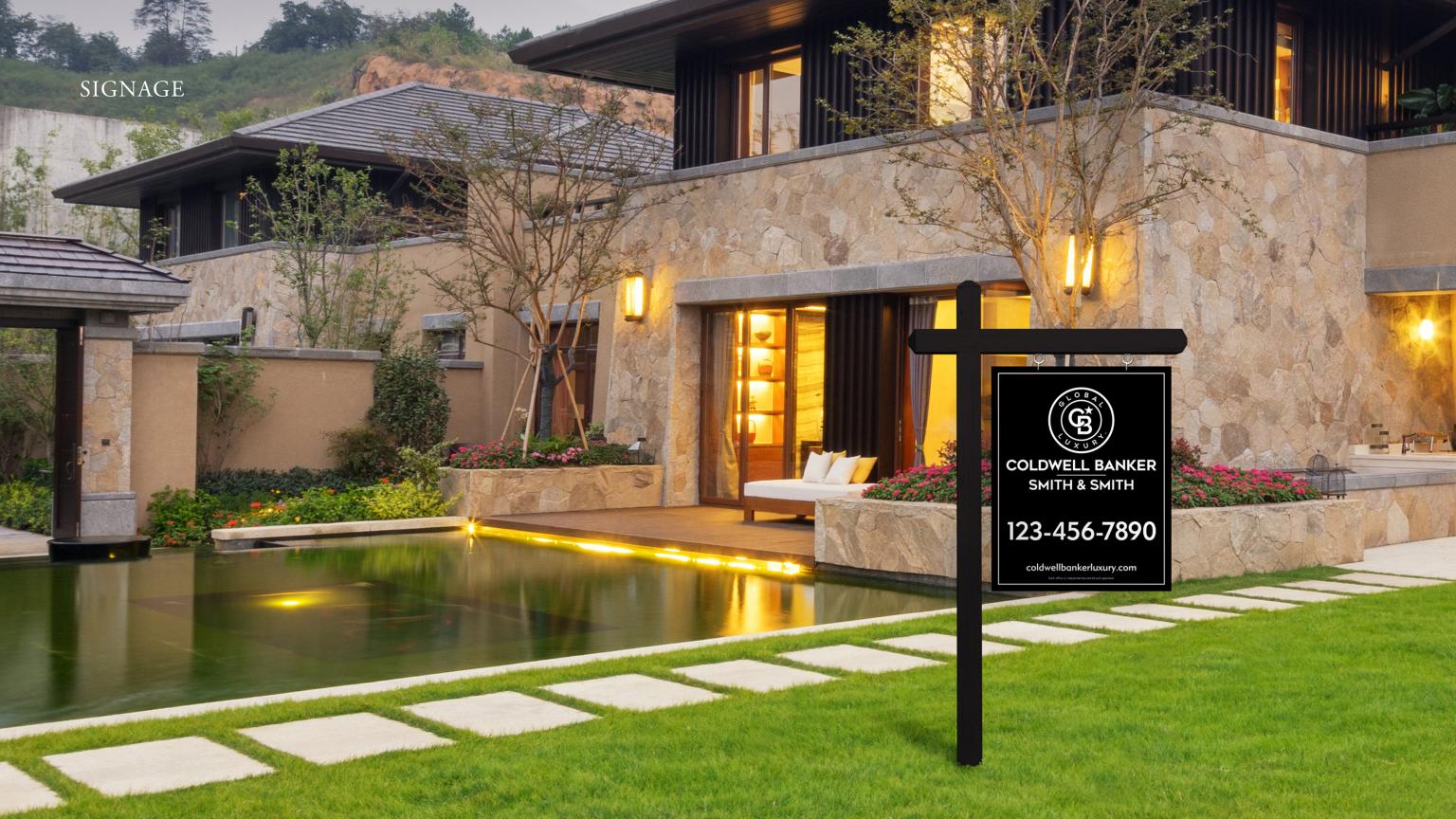
Tent Cards



Name Adobe Garamond Pro 32 pt.

Title Geometos Neue Regular 9 pt.

5" x 3"



#### YARD SIGN DESIGNS

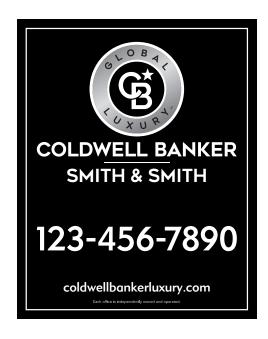
Classic black design

COLDWELL BANKER SMITH & SMITH

123-456-7890

coldwellbankerluxury.com

### Classic black design with border



### Platinum design



### Platinum design with border



Yard signs are offered in many variations, all maintaining the same fundamental structure.

The top two-thirds is reserved for company branding. The bottom third is for contact info. In-depth specs for all signage components can be found on BrandSrv.

It is your responsibility to ensure you and your affiliated agents comply with local real estate regulations. Please note: Global Luxury yard signs may only include the contact information of a Luxury Property Specialist with the Coldwell Banker Global Luxury® program. If an agent does not have this designation, only the company name and contact details may be included on the yard sign.

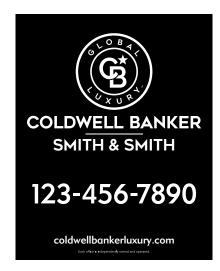
# SIGNAGE – yard signs

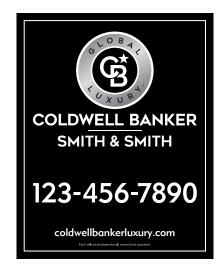
#### YARD SIGN OPTIONS

Classic black design

Classic black design with border

The amount of personal information you want to include can also vary. All variations available in black and white logo versions.

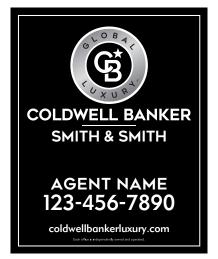
















**Agent Contact** 

# SIGNAGE – yard signs

#### **DIRECTIONAL SIGNS**

Options shown in black and platinum.

































### SIGNAGE – yard signs

#### SIGN RIDERS

Headers and footers are designed to complement the sign variations.



AGENT NAME 345-678-9012

AGENT NAME 345-678-9012 AGENT NAME 345-678-9012



AGENT NAME 345-678-9012 AGENT NAME 345-678-9012 AGENT NAME 345-678-9012 AGENT NAME 345-678-9012 AGENT NAME 345-678-9012

AGENT NAME 345-678-9012

AGENT NAME 345-678-9012 AGENT NAME 345-678-9012 AGENT NAME 345-678-9012 AGENT NAME 345-678-9012

### IDENTITY REQUIREMENTS – trademark overview



THE COLDWELL BANKER GLOBAL LUXURY® MARK must be used exactly as indicated in this Identity Standards Manual.

In addition to the logo variations, the mark may also refer to the use of the Coldwell Banker Global Luxury name in text in various applications.

The Coldwell Banker Global Luxury mark is authorized for use with your approved company trade name (called "your company trade name" or "DBA") as described on building signs, yard signs, stationery, business cards, websites, classified and display advertising, personal promotion literature and all other advertising materials and external communications.

It is the uniqueness of each of these elements and the way they have been assembled into a unit that give the Coldwell Banker Global Luxury mark its distinctive character.

Details and specifications on the correct size, color matches and use of the Coldwell Banker Global Luxury logo in various applications are contained within this Manual and must be followed exactly.

#### REQUIRED

Your company trade name or DBA must be pre-approved by Coldwell Banker Real Estate LLC, should
provide clear identity and should never cause confusion with other offices or firms, or imply national or
international scope.

#### FOR EXAMPLE

- National Real Estate, Colorado Realty or United States Real Estate Associates would be inappropriate
  and confusing when used as your company trade name along with the Coldwell Banker Global Luxury
  Trademark.
- Outside of the United States, it is suggested that your company trade name or DBA should always include the words "Real Estate" or "Realty."
- Individual sales associates must utilize their approved company DBA and are prohibited from altering it in any

way, or creating their own.

- The Coldwell Banker Global Luxury Trademark is never to be used alone without your company trade name in copy and when using the mark graphically.
- When used with the mark, your company trade name should be centered directly under the logo or directly to the right, as shown in the DBA portion of this Manual.
- Your company trade name or DBA is always typeset in GEOMETOS NEUE BOLD.

### IDENTITY REQUIREMENTS – disclaimer & use of mark

To protect the company and brand, a legal disclaimer is required for all ads. Below is the approved legal copy; it must be used in its entirety and no changes are to be made. It is critical that no symbols are removed or altered in any way. Please refer to individual ad specs to determine the specific placement on the page.

### DISCLAIMER FOR U.S./CANADA AFFILIATES AND COMPANY-OWNED BROKERAGES

©2024 Coldwell Banker. All Rights Reserved. Coldwell Banker and the Coldwell Banker logo are trademarks of Coldwell Banker Real Estate LLC. The Coldwell Banker® System is comprised of company owned offices which are owned by a subsidiary of Anywhere Advisors LLC and franchised offices which are independently owned and operated. The Coldwell Banker System fully supports the principles of the Fair Housing Act and the Equal Opportunity Act.

#### PROTECTING OUR LOGO

Inset in the Coldwell Banker Global Luxury<sup>SM</sup> logo is a service mark symbol or "SM." It is critical that an "SM" symbol not be removed or altered in any way.

#### PROTECTING OUR NAME

Coldwell Banker Real Estate LLC is the owner of the registered service mark Coldwell Banker Global Luxury in the U.S. and Outside of the U.S., the registered service mark Coldwell Banker Global Luxury is owned by Coldwell Banker LLC. It is critical that an "®" symbol be used after the first mention of this name in all marketing and sales materials. These materials include, but are not limited to advertising, brochures, direct mail and websites. It is not necessary to place this registration on non-trade materials such as business cards, stationery, promotional items, decorative items, mailing labels, signage, vehicles, contracts and forms.

#### PROTECTING OUR IMAGE

Written materials are protected through copyright notification. All marketing and sales materials should include mention of copyright notification, set in 6-point type, informing the public that the content of Coldwell Banker Global Luxury materials is property of Coldwell Banker Real Estate LLC. Outside the U.S., the copyright notification should identify Coldwell Banker LLC as the copyright owner.

The service mark symbol or "SM" is located after "LUXURY" in the logo. A "®" symbol must appear after the first mention of the registered service mark in all marketing and sales materials.

# IDENTITY REQUIREMENTS – registered service mark overview: dba

Individual sales associates must utilize their approved company DBA and are prohibited from altering it in any way, or creating their own. The Coldwell Banker Global Luxury® registered service mark is never to be used alone without your company trade name. This is also true in copy when using the Coldwell Banker Global Luxury logo.

### IDENTITY REQUIREMENTS – the mark in copy

Use of the Coldwell Banker Global Luxury® "mark" or "Trademark" may also refer to the use of the Coldwell Banker Global Luxury name as text in advertising copy, correspondence or other applications. It does not refer strictly to the LOGO.

To present a consistent and unified image when using the Coldwell Banker Global Luxury name in body copy intended for external use, we have provided guidelines to follow.

#### REQUIRED

When referring to the Coldwell Banker Global Luxury program specifically, DO NOT abbreviate the name by removing "Coldwell Banker." DO NOT use ALL CAPS or boldface when referring to Coldwell Banker Real Estate LLC, or in combination with your name or DBA.

When referencing COLDWELLBANKERLUXURY.COM as a stand-alone web address, it must appear in Roboto Bold, upper case with no spaces. In copy the web address may be written as coldwellbankerluxury.com. NEVER write as cbluxury.com, CBluxury.com or CBLuxury.com.

The Coldwell Banker Global Luxury name can never be abbreviated to CB Global Luxury, CBGL or pluralized in any way, shape or form.

Proper use of the Registered Symbol (®) when using the Coldwell Banker mark in copy:

#### REQUIRED

The registered symbol ® should be used the first time Coldwell Banker Global Luxury appears in the headline, subhead or the body copy of a piece.

DO NOT use the registered symbol when using your company trade name or DBA.

If a printed piece is longer than one page, the registered symbol must be used with the Coldwell Banker Global Luxury mark according to the above guidelines on every page of that piece.

### IDENTITY REQUIREMENTS – trademark notations

### PROPER TRADEMARK NOTATIONS AND USE: UNITED STATES ONLY

Many of the products, services and programs offered by Coldwell Banker® companies are identified by our Trademarks. When a Trademark identifies a program, the appropriate symbol should be used immediately after the program's name or design. Listed below are instructions for using different Trademarks, as well as the appropriate symbol for each:

#### TRADEMARK

Any word, name, design, device or any combination thereof, adopted and used by the manufacturer or merchant to identify its goods and distinguish them from those manufactured or sold by others. Any Trademark that is not registered should be followed by the TM symbol.

#### REGISTERED TRADEMARK

This is a Trademark that has become the subject of a United States Patent and Trademark Office registration. These are the only Trademarks that can be followed by the ® symbol.

#### SERVICE MARK

Any word, name, design, device or any combination thereof, adopted and used in the sale or advertising of services provided by a business to identify its services and distinguish them from those of others. Any service mark that is not registered should be followed by the SM symbol.



#### REGISTERED SERVICE MARK

This is a service mark that has become the subject of a United States Patent and Trademark Office registration. These are the only service marks that can be followed by the ® symbol.

#### **COPYRIGHT**

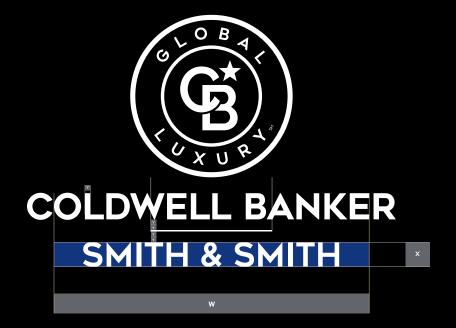
The exclusive right granted by the United States government to the author or other owner of a work, investing the author or other owner for a specific period of time with the sole and exclusive privilege of publishing or distributing that work. Among the most common items subject to copyright in the business world are video, audio, advertising and promotional materials.

### PROPER TRADEMARK NOTATIONS AND USF-INTERNATIONAL

The Coldwell Banker brand owns numerous trademarks and service marks throughout the world that must be protected, many of which are registered. Make sure you use these trademarks in your regions correctly as set forth in this Manual, including proper use of the ® symbol for registered marks. For further information regarding proper use of trademark symbols and for a list of registered marks in your region, please contact us at: IDStandards@coldwellbanker.com.



### LOGO WITH DBA – vertical logo / single-line dba



#### SINGLE-LINE DBA

- Use the Vertical Single Line when the DBA has 12 or fewer characters
- The DBA name should fit between and not extend beyond the "O" and second "E" of the **Coldwell Banker**® wordmark. The width of the DBA is determined by "W"
- The height of the DBA is determined by "X"
- The spacing that pads the rule is determined by "Y"
- If the DBA has more than one word and exceeds the character limit, please refer to the Vertical Framed Double-Line DBA guidelines on the next page\*
- The Coldwell Banker Global Luxury® version uses the circle icon instead of the framed icon
- The sizing and spacing rules for the PNS Logo with DBA apply to the respective Coldwell Banker Global Luxury version

\*If the DBA exceeds the character limit, but you would like to maintain a Single-Line DBA, please see guidelines on page 63

### LOGO WITH DBA – vertical logo / double-line dba





#### DOUBLE-LINE DBA

- Use the Vertical Double Line when the DBA has more than 12 characters and is more than one word
- The preferred length for each DBA line is approximately 13-15 characters
- The DBA name should fit between and not extend beyond the "O" and second "E" of the Coldwell Banker® wordmark. The width of the DBA is determined by "W"
- The letter height of the DBA is determined by "X"

- The total height of the DBA is determined by "Z"
- The leading value between the two DBA lines is determined by "V"
- The spacing that pads the rule is determined by "Y"
- The Coldwell Banker Global Luxury® version uses the circle icon instead of the framed icon
- The sizing and spacing rules for the PNS Logo with DBA apply to the respective Coldwell Banker Global Luxury version

#### DOUBLE-LINE DBA (FOR LONGER DBA NAMES)

- When the DBA exceeds the preferred character limits, scale the name to fit within the blue guide box while anchoring it to the top of the box
- The DBA name should fit between and not extend beyond the "O" and second "E" of the Coldwell Banker wordmark. The width of the blue box is determined by "W"
- The height of the blue box is determined by "Z"

- The leading value between the two DBA lines is 97% of the font size
- The spacing that pads the rule is determined by "Y"
- The Coldwell Banker Global Luxury version uses the circle icon instead of the framed icon
- The sizing and spacing rules for the PNS Logo with DBA apply to the respective Coldwell Banker Global Luxury version

### LOGO WITH DBA – vertical stacked logo / single-line dba



### SINGLE-LINE DBA

- Use the Vertical Stacked Single Line when the DBA has 10 or fewer characters
- The DBA name should fit between and not extend beyond the "COLDWELL" line of the stacked wordmark. The width of the DBA is determined by "W"
- The height of the DBA is determined by "X"
- The spacing that pads the rule is determined by "Y"
- If the DBA has more than one word and exceeds the character limit, please refer to the Vertical Stacked Framed Double-Line DBA guidelines on the next page\*
- The Coldwell Banker Global Luxury® version uses the circle icon instead of the framed icon
- The sizing and spacing rules for the PNS Logo with DBA apply to the respective Coldwell Banker Global Luxury version

\*If the DBA exceeds the character limit, but you would like to maintain a Single-Line DBA, please see guidelines on page 63

### LOGO WITH DBA - vertical stacked logo / double-line dba





#### DOUBLE-LINE DBA

- Use the Vertical Stacked Double Line when the DBA has more than 10 characters and is more than one word
- The preferred length for each DBA line is approximately 12-14 characters
- The DBA name should fit between and not extend beyond the "COLDWELL" line of the stacked wordmark. The width of the DBA is determined by "W"
- The letter height of the DBA is determined by "X"

- The total height of the DBA is determined by "Z"
- The leading value between the two DBA lines is determined by "V"
- The spacing that pads the rule is determined by "Y"
- The Coldwell Banker Global Luxury® version uses the circle icon instead of the framed icon
- The sizing and spacing rules for the PNS Logo with DBA apply to the respective Coldwell Banker Global Luxury version

### DOUBLE-LINE DBA (FOR LONGER DBA NAMES)

- When the DBA exceeds the preferred character limits, scale the name to fit within the blue guide box while anchoring it to the top of the box
- The DBA name should fit between and not extend beyond the "COLDWELL" line of the stacked wordmark. The width of the blue box is determined by "W"
- The height of the blue box is determined by "Z"

- The leading value between the two DBA lines is 97% of the font size
- The spacing that pads the rule is determined by "Y"
- The Coldwell Banker Global Luxury version uses the circle icon instead of the framed icon
- The sizing and spacing rules for the PNS Logo with DBA apply to the respective Coldwell Banker Global Luxury version

### LOGO WITH DBA – horizontal logo / single & double-line dba





### SINGLE-LINE DBA

- Use the Horizontal Single Line when the DBA has
   10 or fewer characters
- The DBA name should not extend beyond the "COLDWELL" of the wordmark. The width of the DBA is determined by "W"
- The height of the DBA is determined by "X"
- The spacing that pads the rule is determined by

- If the DBA has more than one word and exceeds the character limit, please refer to the Horizontal Framed Double-Line DBA guidelines on the next page\*
- The Coldwell Banker Global Luxury® version uses the circle icon instead of the framed icon
- The sizing and spacing rules for the PNS Logo with DBA apply to the respective Coldwell Banker Global Luxury version

#### DOUBLE-LINE DBA

- Use the Horizontal Double Line when the DBA has more than 10 characters and is more than one word
- The preferred length for each DBA line is approximately 13-15 characters\*
- The DBA name should not extend beyond the "COLDWELL BAN" of the wordmark. The width of the DBA is determined by "W"
- The letter height of the DBA is determined by "X"
- The total height of the DBA is determined by "Z"

- The leading value between the two DBA lines is determined by "V"
- The spacing that pads the rule is determined by "V"
- The Coldwell Banker Global Luxury version uses the circle icon instead of the framed icon
- The sizing and spacing rules for the PNS Logo with DBA apply to the respective Coldwell Banker Global Luxury version

\*If the DBA exceeds the character limit, but you would like to maintain a Single-Line DBA, please see guidelines on next page

## LOGO WITH DBA – horizontal logo / single & double-line dba (long names)





### SINGLE-LINE DBA (FOR LONGER NAMES)

- When the DBA exceeds the preferred character limits, scale the name to fit within the blue guide box and center it vertically
- The DBA name should not extend beyond the "COLDWELL" of the wordmark
- The width of the blue box is determined by "W"
- The height of the blue box is determined by "Z"

- The spacing that pads the rule is determined by "Y"
- The Coldwell Banker Global Luxury® version uses the circle icon instead of the framed icon
- The sizing and spacing rules for the PNS Logo with DBA apply to the respective Coldwell Banker Global Luxury version

### DOUBLE-LINE DBA (FOR LONGER NAMES)

- When the DBA exceeds the preferred character limits, scale the name to fit within the blue guide box and center it vertically
- The DBA name should not extend beyond the "COLDWELL BAN" of the wordmark
- The width of the blue box is determined by "W"
- The height of the blue box is determined by "Z"

- For Double-Line DBAs, the leading value between the two DBA lines is 97% of the font size
- The spacing that pads the rule is determined by "Y"
- The Coldwell Banker Global Luxury version uses the circle icon instead of the framed icon
- The sizing and spacing rules for the PNS Logo with DBA apply to the respective Coldwell Banker Global Luxury version

## LOGO WITH DBA – horizontal stacked logo / single & double-line dba





#### SINGLE-LINE DBA

- Use the Horizontal Stacked Single Line when the DBA has 12 or fewer characters
- The DBA name should fit between and not extend beyond the "O" and second "E" of the **Coldwell Banker**® wordmark. The width of the DBA is determined by "W"
- The height of the DBA is determined by "X"
- The spacing that pads the rule is determined by "Y"

- The spacing between the framed icon and the wordmark is determined by "V"
- If the DBA has more than one word and exceeds the character limit, please refer to the Horizontal Stacked Framed Double-Line DBA guidelines on the next page\*
- The Coldwell Banker Global Luxury® version uses the circle icon instead of the framed icon

#### DOUBLE-LINE DBA

- Use the Horizontal Stacked Double Line when the DBA has more than 12 characters and is more than one word
- The preferred length for each DBA line is approximately 13-15 characters\*
- The DBA name should fit between and not extend beyond the "O" and second "E" of the Coldwell Banker wordmark. The width of the DBA is determined by "W"
- The letter height of the DBA is determined by "X"

- The total height of the DBA is determined by "Z"
- The leading value between the DBA lines is determined by "V"
- The spacing that pads the rule is determined by "Y"
- The spacing between the framed icon and the wordmark is determined by "V"
- The Coldwell Banker Global Luxury version uses the circle icon instead of the framed icon

<sup>\*</sup>If the DBA exceeds the character limits, please see guidelines on next page

## LOGO WITH DBA – horizontal stacked logo / single & double-line dba (long names)



#### STEP 2



#### SINGLE-LINE DBA (FOR LONGER NAMES)

- Step 1: When the DBA exceeds the preferred character limits, scale the name to fit within the blue guide box while anchoring it to the top of the box
- Step 2: Once the DBA name is in place, take the wordmark, rule and DBA lockup and center it vertically to the framed icon
- The DBA name should fit between and not extend beyond the "O" and second "E" of the Coldwell Banker® wordmark. The width of the blue box is determined by "W"

- The height of the blue box is determined by "Z"
- The spacing that pads the rule is determined by "Y"
- The spacing between the framed icon and the wordmark is determined by "V"
- The Coldwell Banker Global Luxury® version uses the circle icon instead of the framed icon
- The sizing and spacing rules for the PNS Logo with DBA apply to the respective Coldwell Banker Global Luxury version



#### STEP 2



### DOUBLE-LINE DBA (FOR LONGER NAMES)

- Step 1: When the DBA exceeds the preferred character limits, scale the name to fit within the blue guide box while anchoring it to the top of the box
- Step 2: Once the DBA name is in place, take the wordmark, rule and DBA lockup and center it vertically to the framed icon
- The DBA name should fit between and not extend beyond the "O" and second "E" of the Coldwell Banker wordmark. The width of the blue box is determined by "W"
- The height of the blue box is determined by "Z"

- For Double-Line DBAs, the leading value between the two DBA lines is 97% of the font size
- The spacing that pads the rule is determined by "Y"
- The spacing between the framed icon and the wordmark is determined by "V"
- The Coldwell Banker Global Luxury version uses the circle icon instead of the framed icon
- The sizing and spacing rules for the PNS Logo with DBA apply to the respective Coldwell Banker Global Luxury version

Live a life of LUXURY.

