

PILBARA META MAYA

Group of Companies

CREATING SOLID FUTURES



Pilbara Meta Maya Regional Aboriginal Corporation
Meta Maya Services Pty Ltd
Meta Maya Environmental Pty Ltd
Meta Maya Construction Pty Ltd
Mirnutharntu Maya

3 Yanana Street,
Wedgefield WA 6721
www.metamaya.com.au

Unit 5, 78-84 Catalano Circuit,
Canning Vale WA 6155
www.metamaya.com.au

51 Roberts Street,
South Hedland WA 6722

STYLE GUIDE



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Keep it simple and uncluttered.

Introduction

The corporate brand can inspire a company in the same way a standard can inspire a nation. It provides direction, clarity of purpose and differentiation. The way we present ourselves to the world is the public face of our branding. Our literature, our graphics, our website, our advertising... These are the nuts and bolts of our brand.

For the Pilbara Meta Maya Group to prosper, we must make a consistent impression on every person who encounters our brand. To do this, we must achieve continuity and consistency through 100% brand compliance and align the entire corporation to our brand standards and practices. Compliance with these standards and practices will enable us to achieve our goal of becoming a business partner of choice.

The consistent use and application of our brand will improve our top of mind awareness and brand association with clients, prospects and key purchase influencers. This brand recognition will increase our market's understanding and familiarity with PMM solutions and services.

Our logo is a combination of text and visual imagery that serves two purposes. It tells people the name of our company and the visual imagery and symbols tell our story.



Brand Values

The reasons why and the way we use our brand elements are defined by our brand values. Brand values can be split into two parts, its functional and its emotional values.

Functional Values

- **Problem Solving**

It symbolises the experience and ability of our people to seamlessly deliver scalable end to end solutions.

- **Performance**

It reflects our high standards and the value we provide through our solutions and services.

- **Through Leadership**

It reflects our confidence and ability to deliver forward thinking solutions through our expertise and knowledge

Emotional Values

- **Trustworthy**

It is grounded in the real world. Illustrating our understanding of the problems faced by our clients and in turn their clients.

- **Friendly**

It captures our creative and passionate approach to delivering solutions we believe in.

- **Reliable**

It symbolises the stability and dependability of our people and the solutions and services we deliver. Our brand values combine to define our brand essence. This is a single driving idea that focuses our people, unites our organisation and resonates with our clients, the communities

The Story Behind Our Logo

Colour Scheme: the colour scheme selected for the PMM Group logo was chosen to represent Aboriginal culture - yellow (representing the sun), brown (the soil), red (desert sand) and white (the clouds and the sky) Black - represents the Aboriginal people of Australia and Aboriginal people's spiritual relation to the land. These are traditional Aboriginal colours.

Our Name: **Pilbara Meta Maya Group**

CIRCLES: Individual group of three circles (red/black/red) represent community, gathering and meeting place. The five groups of circles represent services provided by PMM to community.



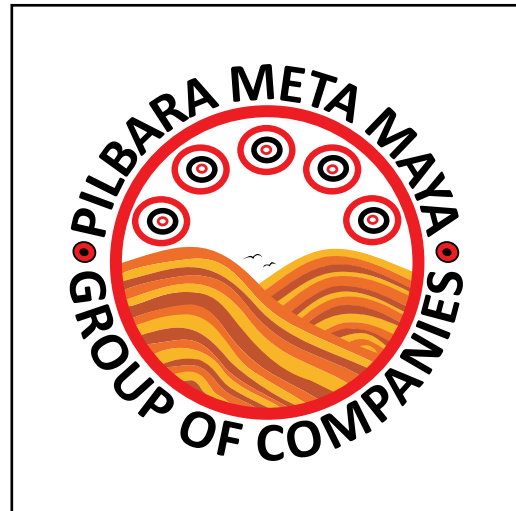
HILLS: Represent the landscape of the Pilbara.

BIRDS FLYING: Represent long distance and the expanse for the Pilbara.

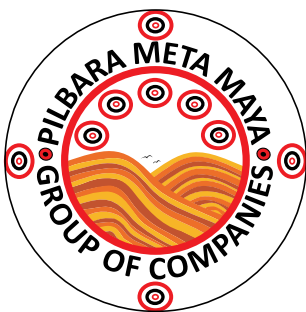
Clear Space Around the Logo

There should always be sufficient clear space around the logo to preserve its integrity.

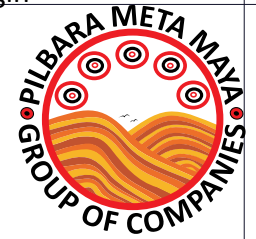
Always ensure the logo has a surrounding area of clear space to achieve maximum visual impact. The clear space area is in proportion to the logo and is defined from the height of the “middle circle element”. These proportions remain the same when the logo is scaled to any size.



Clear space remains at the distant proportionate to the logo size.



Let the logo breathe



Clear space around Logo

Placement of PMM Group logo is always in the top right hand corner of documents in the first instance.

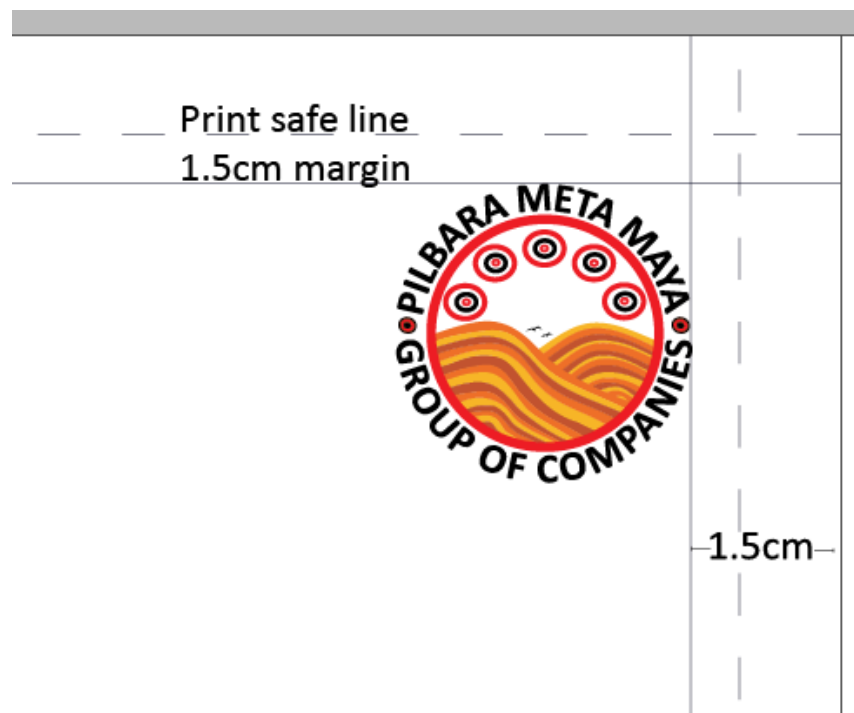
1.5cm

1.5cm

2.5cm Default Word margin

Placement of Logo

On publications where the PMM Group Logo is the sole brand, the logo should always have prominence over and above other images and graphic elements. The logo should always be placed at the top right hand corner of the page with a margin of 1.5cm from top and side. See next page for full diagram



The Size of Our Logo

A set of principles has been established to help you apply our logo consistently. Follow these principles when using the logo in your material.

Minimum Execution

It is important to clearly state the logos minimum execution. That is the minimum size that the logo is ever to be used at. This aids in maintaining the brands visual impact and ensures it will remain legible when scaled down. This does not apply to electronic email signatures.

The primary version of the Pilbara Meta Maya Group logo is to appear no smaller than 30mm wide.



Ideal for documents and letter heads etc.

Ideal for posters and larger printed marketing



Ideal for cover pages, flyers and print marketing etc.



Use and Restrictions of Logo Use

A strong identity is not only well designed, but should also be well maintained. To do this the guidelines below should be followed:

DO...

- Use original artwork files
- Observe the clear space requirement
- Contact the Marketing Department of PMM Group if you are unsure, require further information or logo artwork on (08) 9455 7441.

DO NOT...

- Do not change the layout, re-colour, rotate, fade or distort the logo
- Do not place the full colour logo on colours that clash.
- Do not use embellishments or effects on the logo like drop shadows, embossing and special effects.
- If the PMM Group logo must be placed on a photo or other coloured background only use the full colour logo where it is easy to read, otherwise a negative version of the logo may be used with approval.



Logo on Photos or Pictures

Where the logo needs to be used on top of a photo, ensure it is clear to see and read.

A black and white version of the logo is available for use on photos. Ensure the black logo is used on light photo backgrounds and the white logo is used on dark photo backgrounds.



Our Logo on Colour

To ensure our visual impact is always at its best, the logo should only be used on colour where it is easy to read and visually appealing.



Logo File Formats and Usage

When selecting a logo file, it's important to use the file format that is best suited for the project. How do you know which is best? In general, there are graphic formats suitable for printing and formats for on-screen viewing or online publishing. Within each group there are also formats that are better than others for the same task.

To keep the logo crisp - Use the image file that is closest to the actual size you need to prevent issues when resizing up and down.

EPS	EPS – stands for Encapsulated Postscript. It is a vector based file which can contain text as well as graphics and illustrations. As the file is vector it can be easily resized for any requirement and can be edited using vector based software such as Adobe Illustrator.
PDF	PDF – stands for Portable Document Format. PDF was created by Adobe as a way to capture and review information from any application, on any computer. It captures the elements of a document as an image that can be viewed and printed by someone else. PDF press quality files are the preferred format for commercial print presses. Once a designer has completed the print layout in a program such as Adobe Indesign, the file can be exported to PDF. Done correctly, the PDF will then contain all the font, graphic, colour and other essential information required to ensure a smooth print process and a great printed result.
TIFF	TIF – (or TIFF) stands for Tagged Image File Format and is a large raster file. A TIF file is primarily used for images in printing as the file does not lose information or quality like a JPEG does. TIF files are not recommended for online use, due to size and load time. You should use smaller images such as JPG or PNG.
JPEG	JPG - (or JPEG) stands for Joint Photographic Group and is a raster format often used for photographs on the web. JPG files are web friendly because the files are typically smaller. The downside to JPGs is that the original quality of the image is decreased as it discards digital information through compression to keep the image size small. This can become problematic when using JPGs for high quality printing. What it means is the image will not look as sharp and is less defined. If using JPG files for print, it's important to pay attention to the resolution and file size for the file to print well. A JPG cannot contain a transparent background so is always rectangular or square in shape with a solid background.
PNG	PNG – stands for Portable Network Graphics and is another raster image type. The main difference between a PNG and a JPG is that a PNG file can have a transparent background and is generally larger and of higher quality. PNGs are great for interactive documents such as web pages but are not suitable for print. The reason PNGs are used for web is so you can save your image with more colours on a transparent background which make for a sharper, higher quality web image.

Logo Colours - A Closer Look



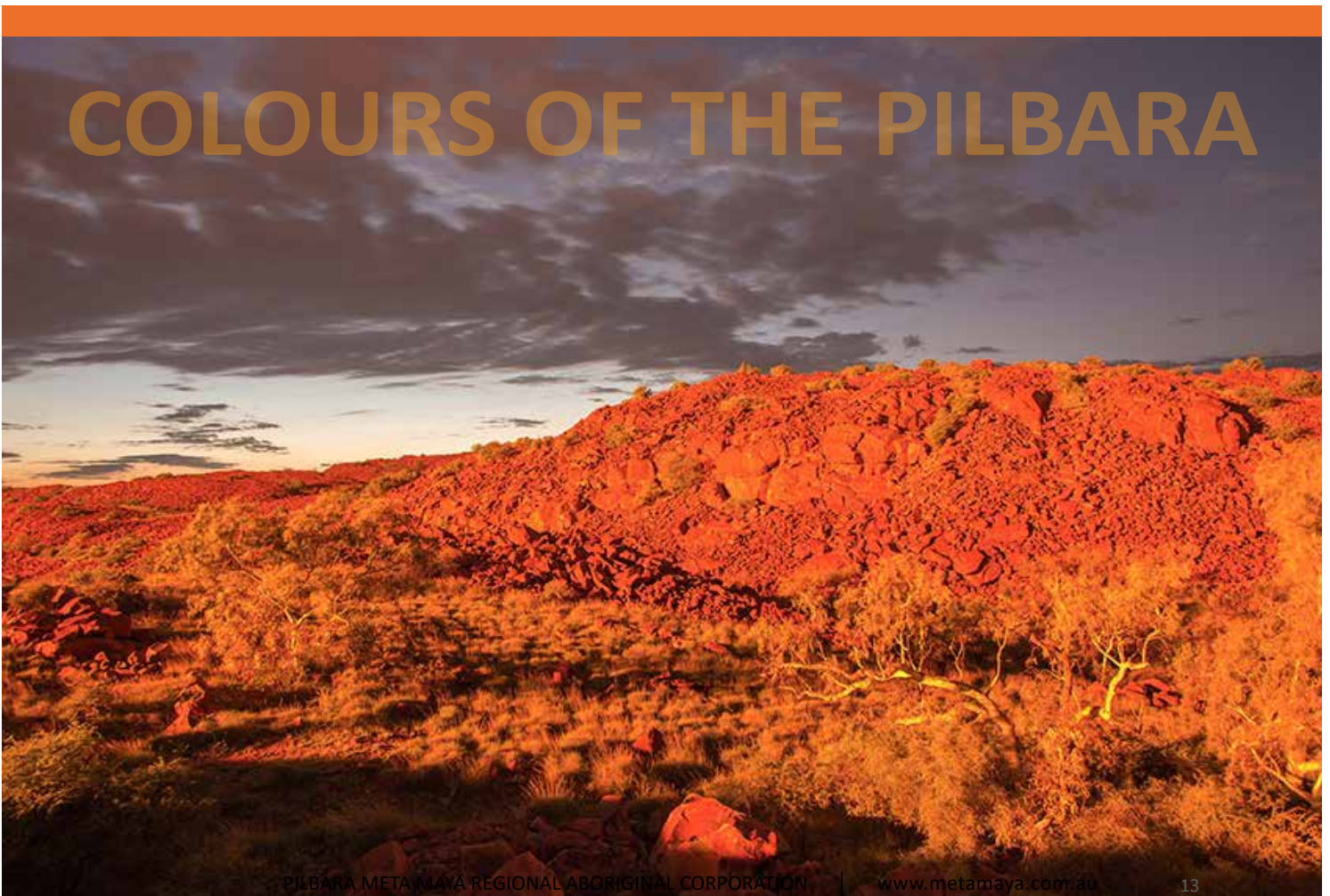
The earthy colours chosen for our logo represent the colours of the Pilbara, the sands, hills, trees, sunset, animals and the people.

We wanted to continue to represent everything that is important to us so we selected colours from stunning landscapes across the Pilbara to represent each division of Pilbara Meta Maya Group of Companies.



Colours were taken directly from images using an eye drop function - *this is the result.*

COLOURS OF THE PILBARA



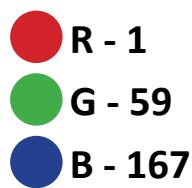
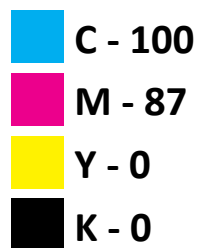
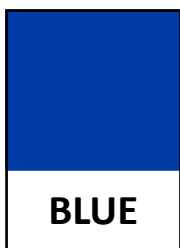
Pilbara Meta Maya Regional Aboriginal Corporation

Pilbara Meta Maya Regional Aboriginal Corporation is the parent organisation that all subsidiaries form part of. Whilst all the logo colours remain the same, yellow will become the star of the show for head office. This will make correspondance and documents quickly and easily identifiable as our Corporate leader. Yellow reflects warmth, kindness, compassion, consideration and community spirit.



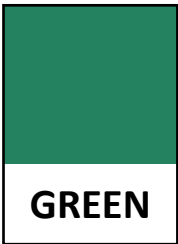
Meta Maya Services




Meta Maya Services plays an integral part in caring for our Regional community. We have introduced blue from the Pilbara skies to represent Meta Maya Services. Stunning in nature, blue represents depth and stability and symbolises trust, loyalty, wisdom, confidence, intelligence, faith and truth.




Meta Maya Environmental

Our Environmental company is expanding at a rapid rate. The business is growing and the branding represents the Pilbara’s tranquil shady trees and water holes. Alive with colour, and surrounded by natural bushland - the Environmental branding is inspired by nature's splendor, growth, new beginnings and our connection to peaceful places.



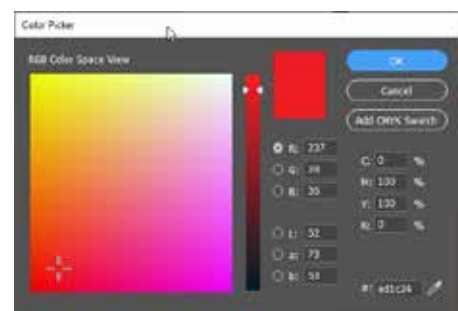
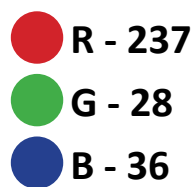
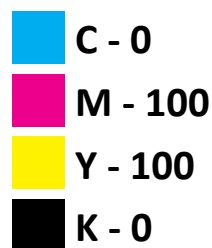
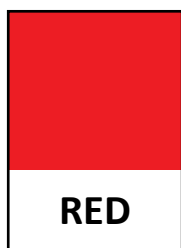
-  C - 83
-  M - 27
-  Y - 74
-  K - 11

-  R - 38
-  G - 130
-  B - 96

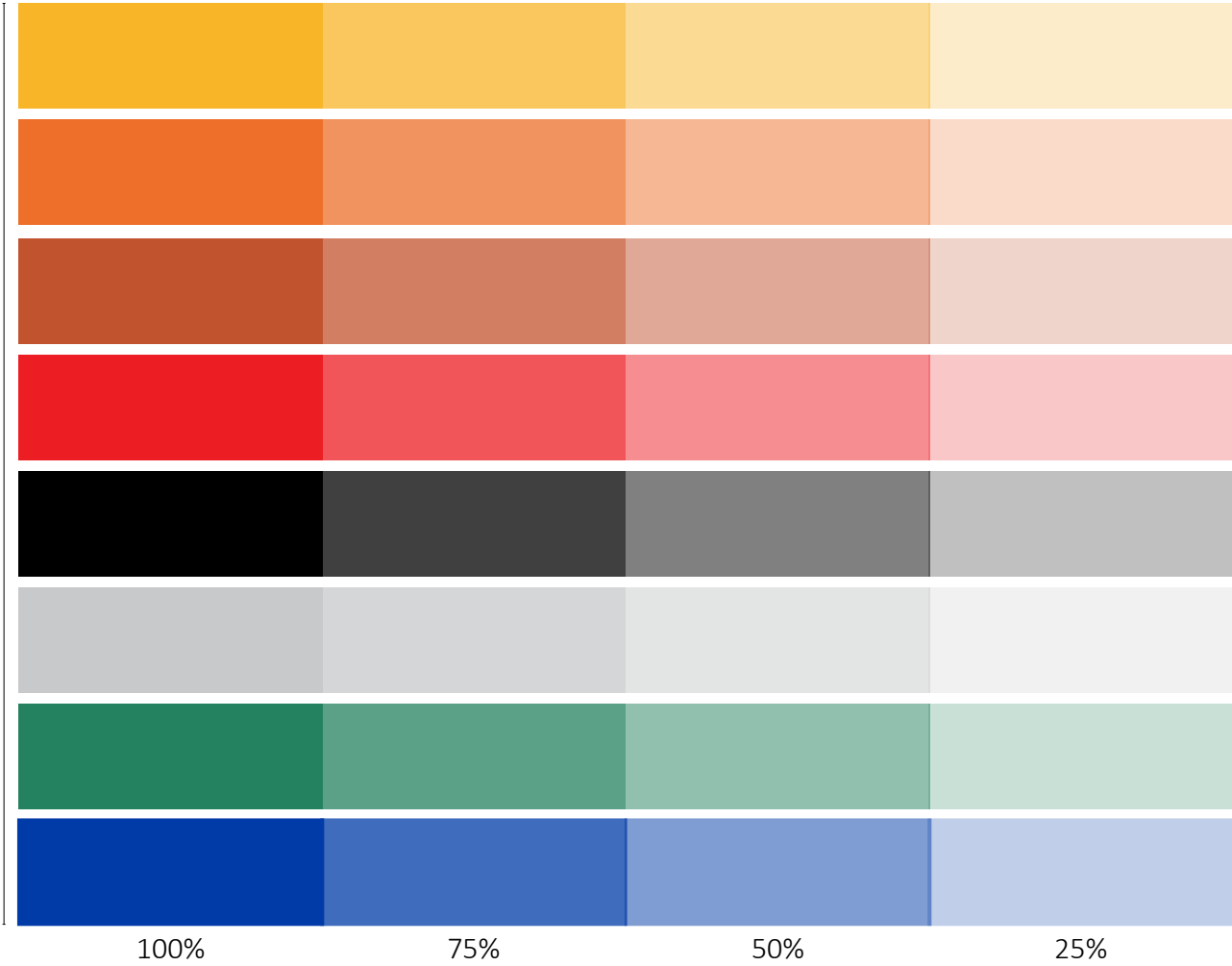


Meta Maya Construction

The Construction branding represents expansion! Bold, intense colours found in the Pilbara are used to tell the story of construction. The hard work, the rock solid foundations the company has already established - the determination of a company proud and strong. Red and black inspired by our strength to build solid futures.



Colour Saturation Variation



Typography

In order to promote a sense of typographic consistency, the preferred primary typeface of Calibri in black should be used across all communications (digital/electronic, print media). In the absence of Calibri, Arial may be substituted.

Calibri - Regular	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890'?!"(%)#@/<-+÷x=>\$€:;,.*	Aa
Calibri - Italic	<i>ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890'?!"(%)#@/<-+÷x=>\$€:;,.*</i>	<i>Aa</i>
Calibri - Bold	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890'?!"(%)#@/<-+÷x=>\$€:;,.*	Aa
Calibri - Bold Italic	<i>ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890'?!"(%)#@/<-+÷x=>\$€:;,.*</i>	<i>Aa</i>

Arial - Regular	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890'?!"(%)#@/<-+÷x=>\$€:;,.*	Aa
Arial - Italic	<i>ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890'?!"(%)#@/<-+÷x=>\$€:;,.*</i>	<i>Aa</i>
Arial - Bold	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890'?!"(%)#@/<-+÷x=>\$€:;,.*	Aa
Arial - Bold Italic	<i>ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890'?!"(%)#@/<-+÷x=>\$€:;,.*</i>	<i>Aa</i>

Title Bold 30/40 pt

Pilbara Meta Maya Group of Companies

Subtitle Bold 20/25 pt

Creating Solid Futures

Body Text Regular 12 pt

Pilbara Meta Maya Group of Companies

Body Text Regular 11 pt - Email body text

Pilbara Meta Maya Group of Companies

Footer text Bold 9 pt

Pilbara Meta Maya Group of Companies

Icon Set

A basic icons set is available, if additional icons are required please speak to Marketing for specific designs. A set of basic icons is available.



Business Cards

PMMRAC Staff - double sided cards



Card front



Card back

PMMRAC Housing Officers - double sided cards



Card front



Card back

PMMRAC Environmental Health Officers - double sided cards



Card front



Card back

Mirnutharntu Maya - single sided cards



Card front



- **Chief's:** Double sided, UV Spot finish to logo, wave and "Pilbara Meta Maya Group of Companies" text.
- All other staff: single sided cards no upgrades.

Business Cards

Meta Maya Services - double sided cards



Card front



Card back

Meta Maya Environmental - Perth office

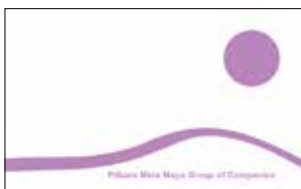


Card front

Meta Maya Construction - Perth office



Card front



- **Chief's:** Double sided, UV Spot finish to logo, wave and "Pilbara Meta Maya Group of Companies" text.
- All other staff: single sided cards no upgrades.

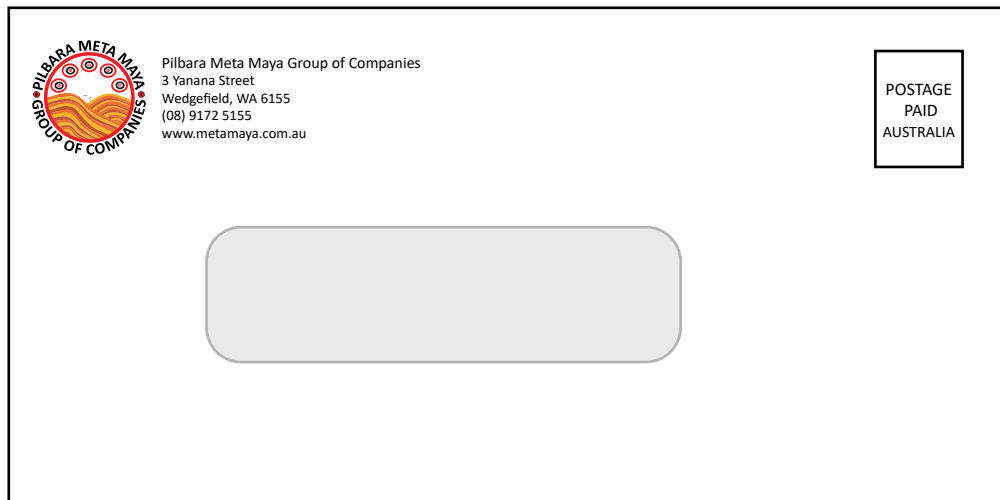


Envelopes

Sizes

- Standard DL sized envelope, either window or non-window
- Standard C4/C5 sized envelope, either window or non-window
- Standard C6 sized envelope, either window or non-window

The layout shown below is standard for all envelopes.



Footer Images

Pilbara Meta Maya Corporate & Mirnutharntu Maya



Meta Maya Services



Footer Images

Meta Maya Environmental



PILBARA META MAYA REGIONAL ABORIGINAL CORPORATION

ICN2256

3 Yanana Street,
Wedgefield WA 6721
(08) 9172 5155
www.metamaya.com.au
pmmenquiries@metamaya.com.au



COVER PAGE

Sub - Heading

NOTES

Calibri Font

1. 16pt Bold - Company Name
2. 10pt Regular - ICN
3. 14pt Italic (unbolded) - Sub Heading
4. 12pt Regular - Business information
5. 30pt Bold top line "Cover Page"
6. 20pt Bold - "Sub heading"



MIRNUTHARNTU MAYA

Pilbara Meta Maya Group of Companies

51 Roberts Street,
South Hedland WA 6721
(08) 9172 4351

www.metamaya.com.au

bookings@metamaya.com.au



COVER PAGE

Sub - Heading

NOTES

Calibri Font

1. 16pt Bold - Company Name
2. 14pt Italic (unbolded) - Sub Heading
3. 12pt Regular - Business information
4. 30pt Bold top line "Cover Page"
5. 20pt Bold - "Sub heading"



META MAYA SERVICES

Pilbara Meta Maya Group of Companies

3 Yanana Street,
Wedgefield WA 6721

(08) 9172 5155

www.metamaya.com.au

pmmenquiries@metamaya.com.au



COVER PAGE

Sub - Heading

NOTES

Calibri Font

1. 16pt Bold - Company Name
2. 14pt Italic (unbolded) - Sub Heading
3. 12pt Regular - Business information
4. 30pt Bold top line "Cover Page"
5. 20pt Bold - "Sub heading"



META MAYA ENVIRONMENTAL

Pilbara Meta Maya Group of Companies

Unit 5, 78-84 Catalano Circuit,
Canning Vale WA 6155
(08) 9455 7441
www.metamaya.com.au
enquiries@metamaya.com.au



COVER PAGE

Sub - Heading

NOTES

Calibri Font

1. 16pt Bold - Company Name
2. 14pt Italic (unbolded) - Sub Heading
3. 12pt Regular - Business information
4. 30pt Bold top line "Cover Page"
5. 20pt Bold - "Sub heading"



META MAYA CONSTRUCTION

Pilbara Meta Maya Group of Companies

Unit 5, 78-84 Catalano Circuit,
Canning Vale WA 6155
(08) 9455 7441
www.metamaya.com.au
enquiries@metamaya.com.au



COVER PAGE

Sub - Heading

NOTES

Calibri Font

1. 16pt Bold - Company Name
2. 14pt Italic (unbolded) - Sub Heading
3. 12pt Regular - Business information
4. 30pt Bold top line "Cover Page"
5. 20pt Bold - "Sub heading"



PILBARA META MAYA REGIONAL ABORIGINAL CORPORATION

ICN 2256



1 January 20XX

Client Name
Client Title
Client Address
Suburb State Postcode

NOTES

Calibri Font

1. 16pt Bold - Company Name
2. 10pt Regular - ICN
3. 12pt Regular - Business information

Dear [Mr/Ms],

RE: Subject of correspondence.

Body of letter, Ximinihil magnate mporectum sandusdant ilitis autatem porepera explam, sunt volestrum sani torestibeat et il ma nihitasita aut qui officiuscil elic tem que occaborecus reicae.

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Regards,

Staff Name
Position

NOTES

1. 14pt Italic - Group of Companies
2. 10pt Regular - Address contact info



1 January 20XX

Client Name
Client Title
Client Address
Suburb State Postcode

NOTES

- Calibri Font
1. 16pt Bold - Company Name
 2. 12pt Regular - Business information

Dear [Mr/Ms],

RE: Subject of correspondence.

Body of letter, Ximinihil magnate mporectum sandusdant ilitis autatem porepera explam, sunt volestrum sani torestibeat et il ma nihitasita aut qui officiuscil elic tem que occaborecus reicae.

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Regards,

Staff Name
Position

NOTES

1. 14pt Italic - Group of Companies
2. 10pt Regular - Address contact info

META MAYA SERVICES PTY LTD

ABN | 81 158 635 459
PL7826
EC7117



1 January 20XX

Client Name
Client Title
Client Address
Suburb State Postcode

NOTES

Calibri Font

1. 16pt Bold - Company Name
2. 10pt Regular - ABN and Licence No.
3. 12pt Regular - Business information

Dear [Mr/Ms],

RE: Subject of correspondence.

Body of letter, Ximinihil magnate mporectum sandusdant ilitis autatem porepera explam, sunt volestrum sani torestibeat et il ma nihitasita aut qui officiuscil elic tem que occaborecus reicae.

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Regards,

Staff Name
Position

NOTES

1. 14pt Italic - Group of Companies
2. 10pt Regular - Address contact info

META MAYA ENVIRONMENTAL PTY LTD

ABN | 44 617 723 869
NATA Accreditation No. 019429



1 January 20XX

Client Name
Client Title
Client Address
Suburb State Postcode

NOTES

- Calibri Font
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 3. 12pt Regular - Business information

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Regards,

Staff Name
Position

NOTES

1. 14pt Italic - Group of Companies
2. 10pt Regular - Address contact info

META MAYA CONSTRUCTION PTY LTD

ABN | 61 617 841 326
102166



1 January 20XX

Client Name
Client Title
Client Address
Suburb State Postcode

NOTES

Calibri Font

1. 16pt Bold - Company Name
2. 10pt Regular - ABN and Licence No.
3. 12pt Regular - Business information

Dear [Mr/Ms],

RE: Subject of correspondence.

Body of letter, Ximinihil magnate mporectum sandusdant ilitis autatem porepera explam, sunt volestrum sani torestibeat et il ma nihitasita aut qui officiuscil elic tem que occaborecus reicae.

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Regards,

Staff Name
Position

NOTES

1. 14pt Italic - Group of Companies
2. 10pt Regular - Address contact info

Email Signatures Port Hedland

External Emails - PMMRAC

Regards,

Name Surname

Position

Pilbara Meta Maya Group of Companies

M: 0400 000 000

E: name.surname@metamaya.com.au

T: (08) 9172 5155

A: 3 Yanana Street, Wedgefield WA 6721

PO Box 2680, SOUTH HEDLAND WA 6722



Visit us online: www.metamaya.com.au

Feedback: pmmenquiries@metamaya.com.au

Survey: <https://www.surveymonkey.com/r/YZZLTJW>

WINNER

PHCCI Business of the Year Awards
2015, 2016, 2017, 2018 and 2020

WINNER

Northern Regional WA Awards 2017

[Read our disclaimer](#)

Pilbara Meta Maya Group of Companies includes:

Pilbara Meta Maya Regional Aboriginal Corporation; Meta Maya Services Pty Ltd;
Meta Maya Environmental Pty Ltd and Meta Maya Construction Pty Ltd.

NOTES

1. 10pt Regular/bold - above the line
2. 9pt Regular/bold - below the line

External Emails - Meta Maya Services Pty Ltd

Regards,

Name Surname

Position

Pilbara Meta Maya Group of Companies

M: 0400 000 000

E: name.surname@metamaya.com.au

T: (08) 9172 5155

A: 3 Yanana Street, Wedgefield WA 6721

PO Box 2680, SOUTH HEDLAND WA 6722



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Meta Maya Environmental Pty Ltd and Meta Maya Construction Pty Ltd.

NOTES

1. 10pt Regular/bold - above the line
2. 9pt Regular/bold - below the line

External Emails - Mirnutharntu Maya

Regards,

Name Surname

Position

Pilbara Meta Maya Group of Companies

M: 0400 000 000

E: name.surname@metamaya.com.au

T: (08) 9172 5155

A: 51 Roberts Street, South Hedland WA 6722



Visit us online: www.metamaya.com.au

Feedback: pmmenquiries@metamaya.com.au

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NOTES

1. 10pt Regular/bold - above the line
2. 9pt Regular/bold - below the line

Internal Emails - Port Hedland and Perth

Regards,

Name Surname

Position

M: 0400 000 000

E: name@metamaya.com.au

T: Ext. 000

A: 3 Yanana Street, Wedgefield WA 6721

Regards,

Name Surname

Position

M: 0400 000 000

E: name@metamaya.com.au

T: Ext. 000

A: Unit 5, 78-84 Catalano Circuit, Canning Vale WA 6155

Email Signatures Perth

External Emails - Meta Maya Environmental Pty

Regards,

Name Surname

Position

Meta Maya Environmental Pty Ltd

Pilbara Meta Maya Group of Companies

M: 0400 000 000

E: name.surname@metamaya.com.au

T: (08) 9455 7441

A: Unit 5, 78-84 Catalano Circuit,
Canning Vale WA 6155



Visit us online: www.metamaya.com.au

Feedback: enquiries@metamaya.com.au

Survey: <https://www.surveymonkey.com/r/TS2X73D>

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WINNER

Northern Regional WA Awards 2017

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Pilbara Meta Maya Regional Aboriginal Corporation; Meta Maya Services Pty Ltd;

Meta Maya Environmental Pty Ltd and Meta Maya Construction Pty Ltd.

NOTES

1. 10pt Regular/bold - above the line
2. 9pt Regular/bold - below the line

External Emails - Meta Maya Construction Pty Ltd

Regards,

Name Surname

Position

Meta Maya Construction Pty Ltd

Pilbara Meta Maya Group of Companies

M: 0400 000 000

E: name.surname@metamaya.com.au

T: (08) 9455 7441

A: Unit 5, 78-84 Catalano Circuit,
Canning Vale WA 6155



Visit us online: www.metamaya.com.au

Feedback: enquiries@metamaya.com.au

Survey: <https://www.surveymonkey.com/r/XXXXXX>

WINNER

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WINNER

Northern Regional WA Awards 2017

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Meta Maya Environmental Pty Ltd and **Meta Maya Construction Pty Ltd.**

NOTES

1. 10pt Regular/bold - above the line
2. 9pt Regular/bold - below the line

FAX COVER SHEET



FAX NO.	<input type="text"/>	NUMBER OF PAGES:	<input type="text"/>
DATE:	<input type="text"/>	RESPONSE REQUIRED:	<input type="text"/>
TO:	<input type="text"/>	URGENT:	<input type="checkbox"/> YES <input type="checkbox"/> NO
FROM:	<input type="text"/>		
SUBJECT:	<input type="text"/>		
	<input type="text"/>		

MESSAGE:

PMM Group Award Template

Pilbara Meta Maya Group of Companies



Award Name

This certificate has been presented to

Reason for award

Date: _____

Rachael Christensen
Chief Executive Officer



Power Point Template

Pilbara Meta Maya Regional Aboriginal Corporation



Mirnutharntu Maya



Meta Maya Services Pty Ltd



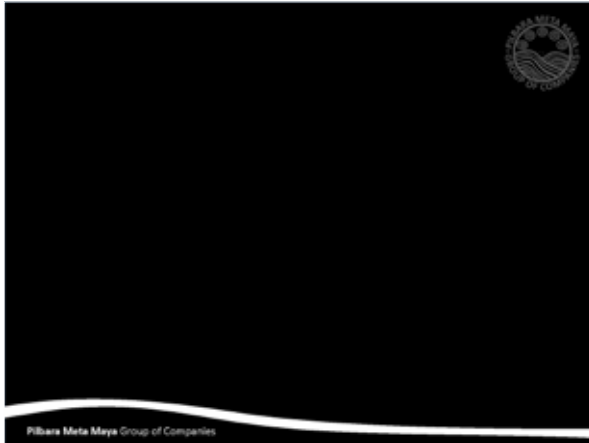
Meta Maya Environmental Pty Ltd



Meta Maya Construction Pty Ltd



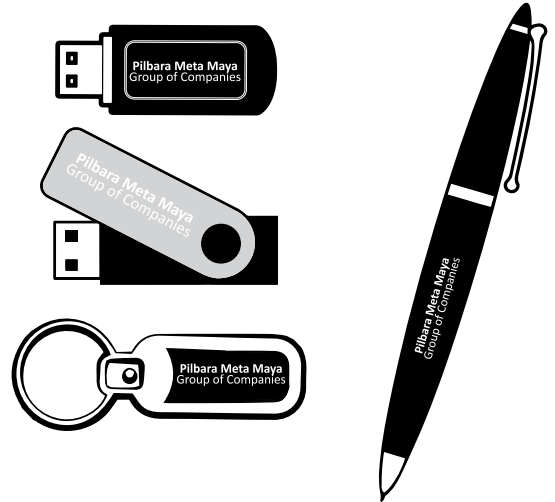
Power Point Template



Uniforms



Promotional Items





"Creating Solid Futures"

Pilbara Meta Maya Group of Companies



Remote Aboriginal Community Services

- Power
- Water and Waste Water
- Water Sampling
- Civil Works
- Fire Breaks
- Ground Maintenance
- Housing
- Environmental
- Mirnutharntu Maya



Environmental Services

- Environmental Services
- Hazmat Management
- Laboratory Services
- Occupational Health and Safety



Construction Services

- Commercial Construction
- Residential Construction
- New Builds
- Refurbishments
- Fitouts
- Property Maintenance



www.metamaya.com.au

(08) 9172 5155 - Port Hedland

(08) 9455 7441 - Perth



Banner size 85cm wide, 202cm tall

Marketing Request



A marketing request form is available through VBM
“New Marketing Request Form”.

1. Complete all relevant sections of the marketing request form. Provide as much detail as possible and include any images, links and information you wish to include.
2. Obtain managers approval for marketing request - sign, scan and email request to Dee Broadmore dee@metamaya.com.au.
3. Once completed you will be asked to sign off on the artwork provided to confirm everything is correct and as requested. **Please pay particular attention to all spelling, ensuring the accuracy of information (i.e. names, dates, addresses, facts and details etc.).**
4. All approved artwork with then be sent to Dee Broadmore for review and final approval before going to print/production.
5. Please allow a minimum of two weeks to receive your printed products. If you request is urgent, please advise when ordering, including your deadline for the items.

Marketing Request Form



<input type="checkbox"/> PMMRAC	<input type="checkbox"/> MMS	<input type="checkbox"/> MME
<input type="checkbox"/> Mirnu Maya	<input type="checkbox"/> MMC	

Requestor:	
Name:	
Department:	
Email:	
Extension:	
Phone/Mobile:	
Managers Name:	

Request Details:	
Item Requested:	
Size:	
Quantity:	
Additional Information: <i>(for signage or social media post etc. Please add wording below).</i>	

Please tick:							
<input type="checkbox"/>	Document/form	<input type="checkbox"/>	Business Cards	<input type="checkbox"/>	Social Media Post (FB)	<input type="checkbox"/>	Social Media Post (Linkedin)
<input type="checkbox"/>	Signage	<input type="checkbox"/>	Flyer/brochure	<input type="checkbox"/>	Certificate/Award	<input type="checkbox"/>	Power Point Pres.
<input type="checkbox"/>	Editorial/story	<input type="checkbox"/>	Invitation	<input type="checkbox"/>	Stickers	<input type="checkbox"/>	Banner/Pull up banner

Other: _____

Note:

Please ensure that your line manager, has signed off on this work before forwarding to Marketing. Please ensure all information is correct before submitting (spelling, names, dates, times etc.).

Signed by Manager: _____ Date: _____

Office Use Only	Date Received:		Artwork Supplied:	
Approved to proceed Dee Broadmore:			Date Approved:	

Business Card Order Form



Department

- PMMRAC (Yellow)
- Meta Maya Services (Blue)
- Meta Maya Environmental (Green)
- Meta Maya Construction (Red)
- Mirnutharntu Maya (Yellow)

Position Level

- Chief
- Management
- Officer

Quantity: 250 500

CODING FOR PAYMENT:

Department: Services:

Details Side 1

First name:

Position:

Mobile:

Address:

Surname:

Qualifications (if required):

Office Phone:

Email:

Details Side 2 (only if required)

- Directors, Chiefs, Management PMMRAC
- Mirnutharntu Maya (without ISO and ICN)
- Housing/EHO Officers PMMRAC



Address to be used/included

- 3 Yanana Street, Wedgefield WA 6721
- PO Box 2680, South Hedland WA 6722
- 51 Roberts Street, South Hedland WA 6722
- Unit 5, 78-84 Catalano Circuit, Canning Vale WA 6155

Notes/Special Requests:

Sign: _____ Date: _____

Once your business cards are designed, you will receive the artwork to approve. Once approved business cards will be sent to print and posted to you when ready.

Please return completed forms to dee@metamaya.com.au.

Contact Us



Pilbara Meta Maya Group of Companies

Marketing Department

Address: Unit 5, 78-84 Catalano Circuit, Canning Vale WA 6155

Phone: (08) 9455 7441

Email: dee@metamaya.com.au

Web: www.metamaya.com.au/styleguide