

Administrative Materials (rev. 1/04)

The look and feel of our stationery items need to follow the guidelines for basic elements. As well as rules for typesetting and layout, this section provides detailed specifications for the production of these materials. To achieve brand consistency, we need to take as much care with the choice of paper stock as with graphic considerations.

If you have any questions, contact our Corporate Communications team.

Please refer to Section 2 for our identity basic elements.

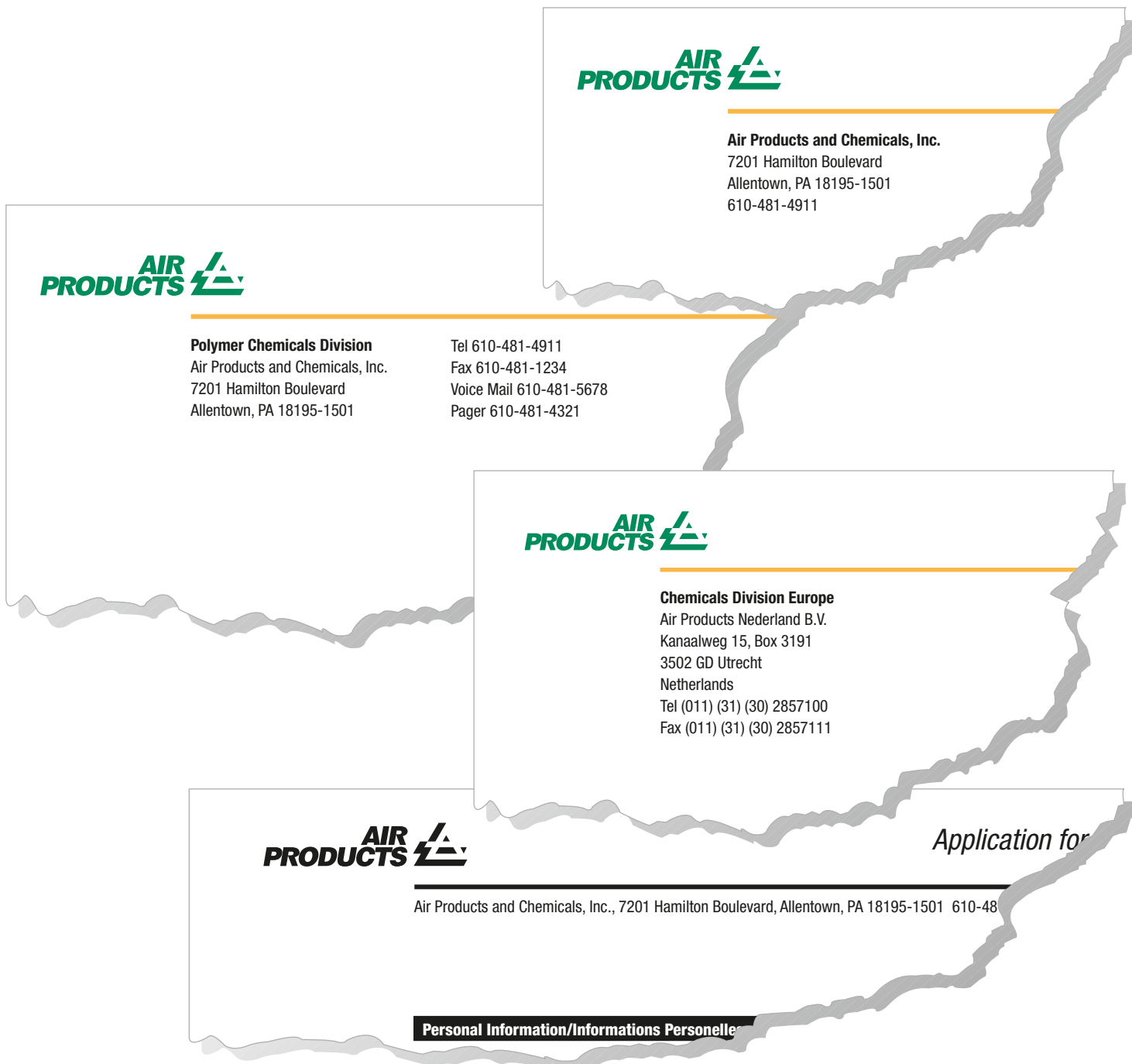
Examples of address blocks.

Address blocks are used in coordination with the signature and rule line on administrative materials. Address blocks in languages using the Roman alphabet are always positioned flush left, flush top, in line with the symbol.

Address blocks include divisional names (optional), legal company name, address, phone numbers, and additional access information. Address blocks should be kept as brief as possible. Abbreviations, other than

state or province name, should not be used unless absolutely necessary. When the state name is abbreviated and a nine-digit ZIP code is used, the address may qualify for reduced bulk mailing rates.

The legal name is the first line of the address block unless a group or divisional name is used. The legal name is to be set bold and following information is all typeset in regular weight type in the sequence illustrated below.



Air Products and Chemicals, Inc.
 7201 Hamilton Boulevard
 Allentown, PA 18195-1501
 610-481-4911



Polymer Chemicals Division
 Air Products and Chemicals, Inc.
 7201 Hamilton Boulevard
 Allentown, PA 18195-1501

Tel 610-481-4911
 Fax 610-481-1234
 Voice Mail 610-481-5678
 Pager 610-481-4321



Chemicals Division Europe
 Air Products Nederland B.V.
 Kanaalweg 15, Box 3191
 3502 GD Utrecht
 Netherlands
 Tel (011) (31) (30) 2857100
 Fax (011) (31) (30) 2857111



Air Products and Chemicals, Inc., 7201 Hamilton Boulevard, Allentown, PA 18195-1501 610-48

Application for

Personal Information/Informations Personelle

Personalization is restricted to executive stationery.

The same original art is used on all applications as part of the application system.

Margins are determined by aligning flush left with the symbol in all applications. Detailed typing instructions are explained and illustrated on the examples in this manual.

On most letters, the typing will start at the minimum distance from the top of the page. Shorter letters may start lower and be visually centered from top to bottom.

Any variance from the specifications in this manual must have prior approval from your designated contact.

More examples of address blocks.



Jane Smith
Vice President

Gases and Equipment Group
Air Products and Chemicals, Inc.
7201 Hamilton Boulevard
Allentown, PA 18195-1501
Tel 610-481-4911
Fax 610-481-5900
E-mail smithjan@apci.com

tell me more
www.airproducts.com



Air Products PLC
Hersham Place
Molesey Road
Walton-on-Thames
Surrey KT12 4RZ
England

Tel (011) (44) (1932) 249200
Fax (011) (44) (1932) 249565
Telex 917243



Polymer Chemicals Division
Air Products and Chemicals, Inc.
7201 Hamilton Boulevard
Allentown, PA 18195-1501
Tel 610-481-4911
Fax 610-481-1234

Standard Stationery:

Typography:
Address block is Helvetica Bold Condensed and Helvetica Regular Condensed 8.5 point on 10.5 point line spacing.

Paper Stock:
Crane's Crest Recycled Fluorescent White Wove 24#, with custom Air Products watermark.

Reproduction:
Offset lithography (three color) for signature, rule line, and imprint.

Personalization:
Personalization is restricted to executive stationery.

Executive Stationery:

Typography:
Address block and title are Helvetica Bold Condensed and Helvetica Regular Condensed, 8.5 point on 10.5 point line spacing; name only is 9 point Helvetica Bold Condensed.

Paper Stock:
Crane's Fluorescent White Wove 28#, with standard watermark.

Typography:
Use only approved reproduction art for signature and rule line.

Address block and personalization are flush left, rag right, initial caps. Six lines maximum per column. Use left column first. If additional lines are needed, break logically between thoughts into a second and third column.

Typed text:
10 point Times Roman, on single line spacing.

Signature Size:
1 3/8" / 35 mm.

Rule Line Size:
1/4 P

Letterhead Size:
8 1/2" x 11".

3 Colors:

Air Products green, Air Products gold, black.

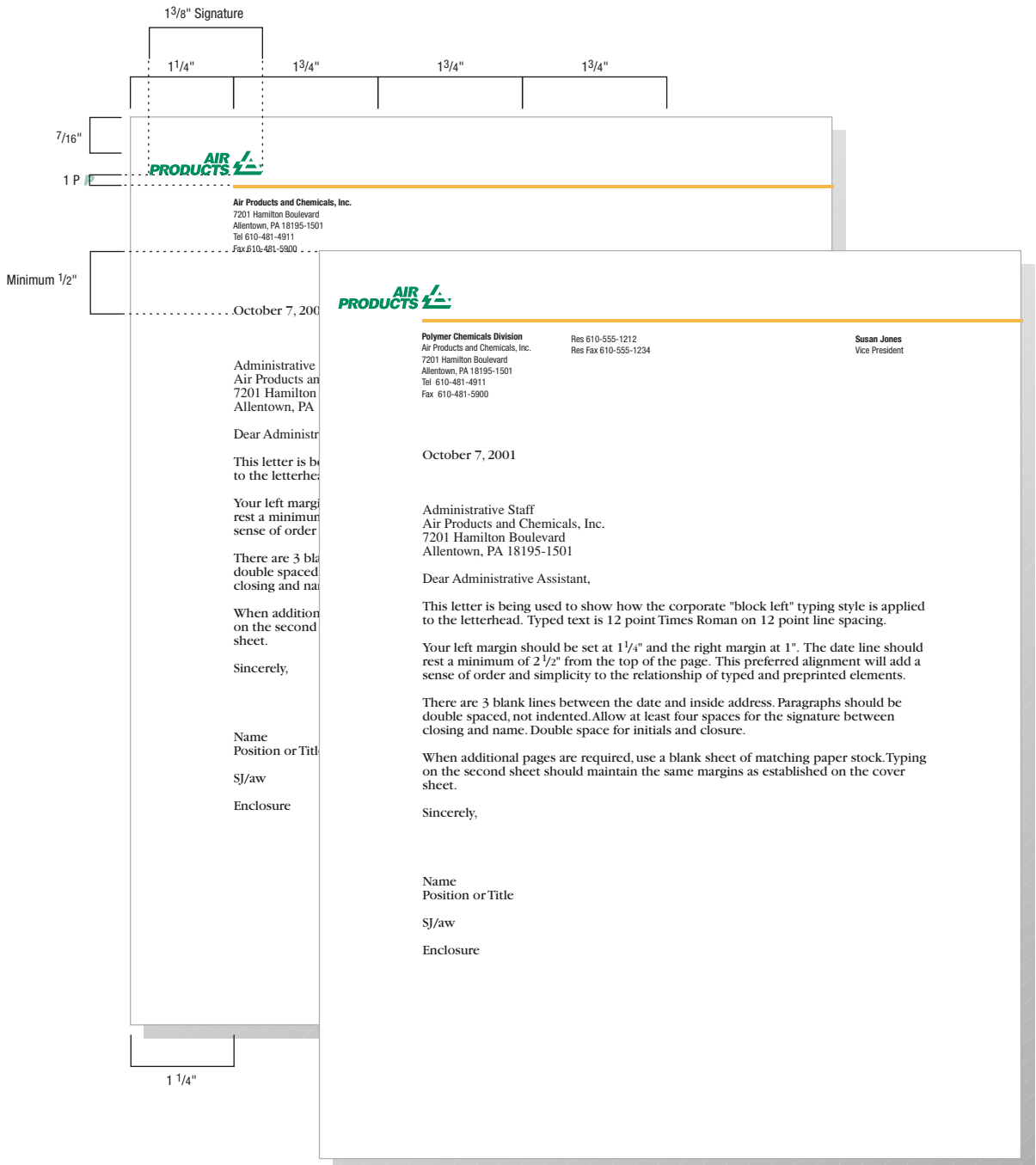
Match Air Products color swatches.

Signature is green, rule line is gold, all typography is black.

For additional pages use unprinted blank sheets of the same paper stock.

Typing begins at the same position as on the first page.

The addition of acceptable symbols is to be done only with approval from designated contact.



1 1/4"

Standard Stationery:

Typography:
Address block is Helvetica Bold Condensed and Helvetica Regular Condensed 8.5 point on 10.5 point line spacing.

Preferred Paper Stock:
Crane's Crest Recycled Fluorescent White Wove 24#, with custom Air Products watermark.

Reproduction:
Offset lithography (three color) for signature, rule line, and imprint.

Personalization:
Personalization is restricted to executive stationery.

Executive Stationery:

Typography:
Address block and title are Helvetica Bold Condensed and Helvetica Regular Condensed, 8.5 point on 10.5 point line spacing; name only is 9 point Helvetica Bold Condensed.

Preferred Paper Stock:
Crane's Fluorescent White Wove 28#, with standard watermark.

Reproduction:
Engraving (three color) for signature, rule line, and imprint.

Personalization:
Personalization is restricted to executive stationery.

Typography:
Use only approved reproduction art for signature and rule line.

Address block and personalization are flush left, rag right, initial caps. Six lines maximum per column. Use left column first. If additional lines are needed, break logically between thoughts into a second and third column.

Typed text:
10 point Times Roman, on single line spacing.

Signature Size:
1 3/8" / 35 mm.

Rule Line Size:
1/4 P

Letterhead Size:
A4, 210mm x 297mm.

3 Colors:
Air Products green, Air Products gold, black.

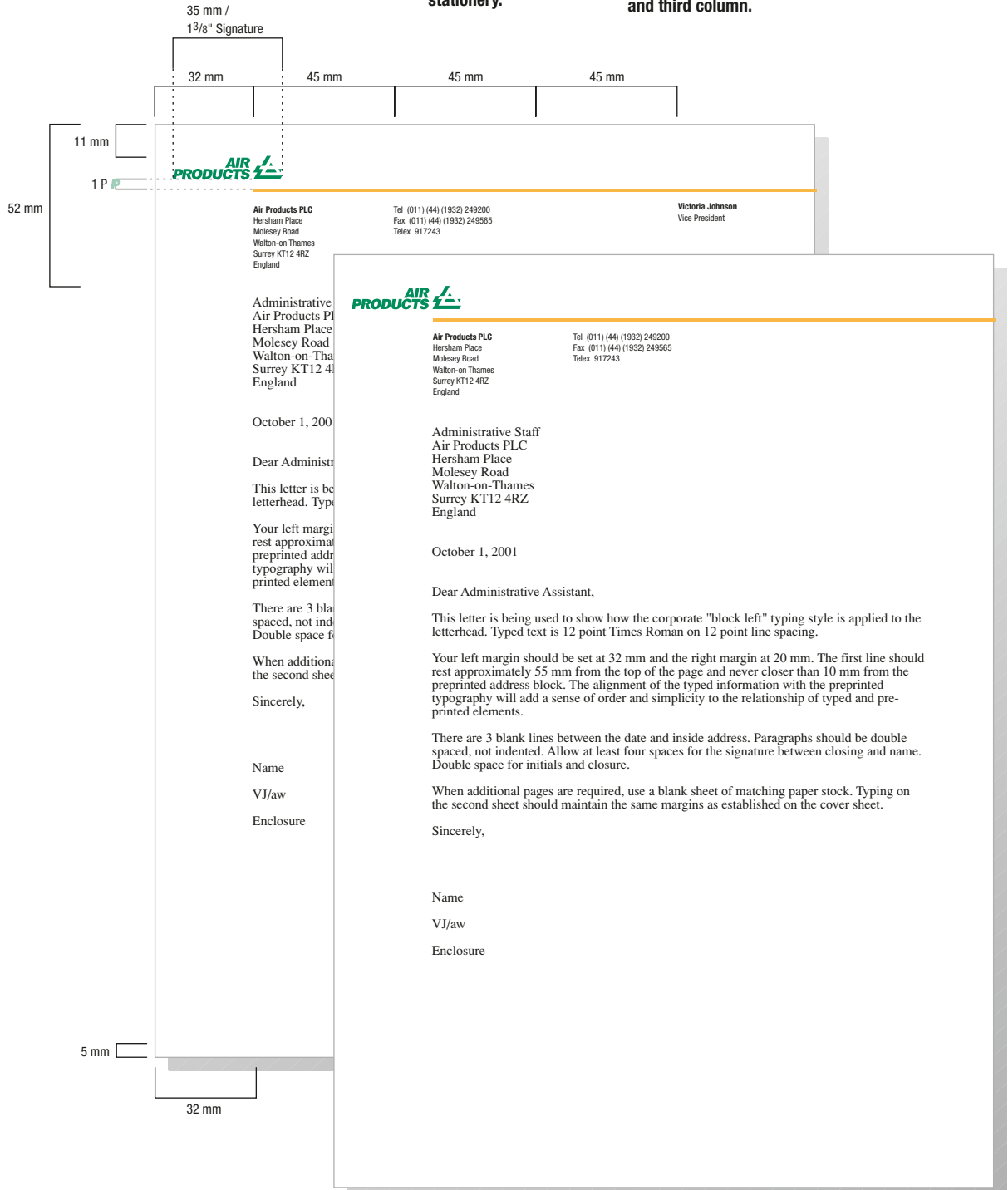
Match Air Products color swatches.

Signature is green, rule line is gold, all typography is black.

For additional pages use unprinted blank sheets of the same paper stock.

Typing begins at the same position as on the first page.

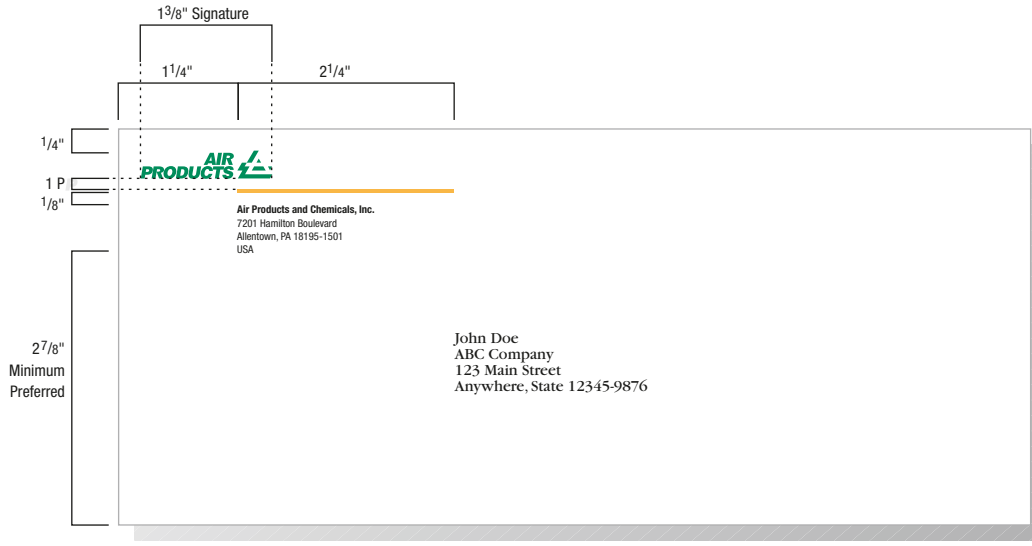
The addition of acceptable symbols is to be done only with approval from designated contact.



Typography:
Use only approved reproduction art for signature unit.

Typed text:
12 point Times Roman, on single line spacing.

Address block is
8.5 point Helvetica Bold Condensed and Helvetica Regular Condensed on 10.5 point line spacing, flush left, rag right, initial caps.



Signature Size:
1 3/8" / 35 mm.

Rule Line Size:
1/4 P

Number 10 Envelope Size:
9 1/2" x 4 1/8".

DL Envelope Size:
220 mm x 111 mm.

Monarch Envelope Size:
7 1/2" x 3 7/8".

3 Colors:
Air Products green,
Air Products gold,
black.

Match Air Products color swatches.

Signature is green, rule line is gold, all typography is black.

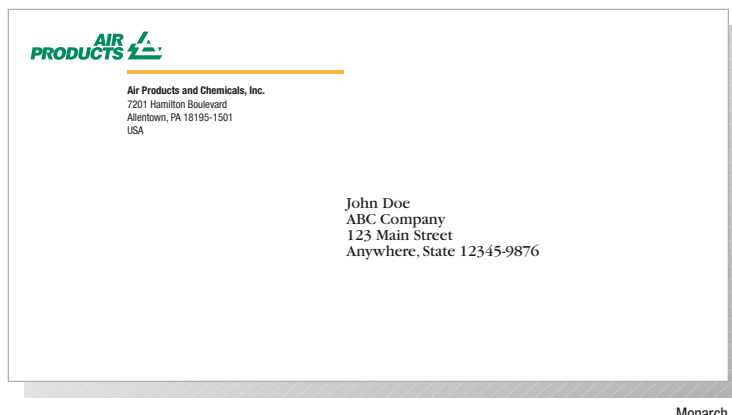
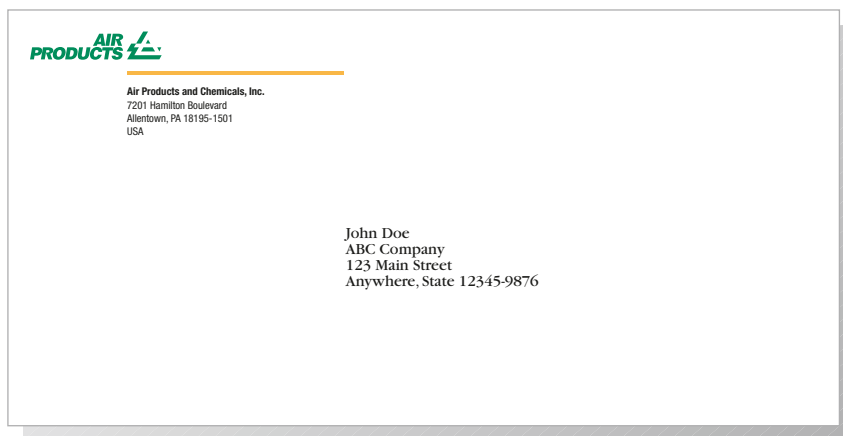
Paper Stock, (to match letterhead):

Number 10:
Crane's Crest Recycled.

DL:
Very bright white
100% cotton
White wove #24,
laser compatible.

Monarch:
Crane's Crest Recycled.

Reproduction:
Offset lithography.



**Electronic template use:
Typed text is 12 point
Times Roman, on
single line spacing.**

Signature Size:
1 3/8" / 35 mm.

Rule Line Size:
1/4" P

Size:
8 1/2" x 11".

Color:
Black.

Paper Stock:
Any 20# bright white,
smooth, laser
compatible paper.

Reproduction:
Laser printed.
Electronic template
available.

1 3/8" Signature

1 1/4" 4 1/8" 1/2"

1/2"

1 P

AIR PRODUCTS *Memorandum* Align

To: All memo writers Dept/Loc: All Departments

From: John Smith Dept/Ext: Corp. Communications ext. 1-5555

Date: 01 October 2001

Subject: Memo format

Distr: A. B. Jones c:
B. C. Johnson

24 pt

24 pt

24 pt

24 pt

48 pt.

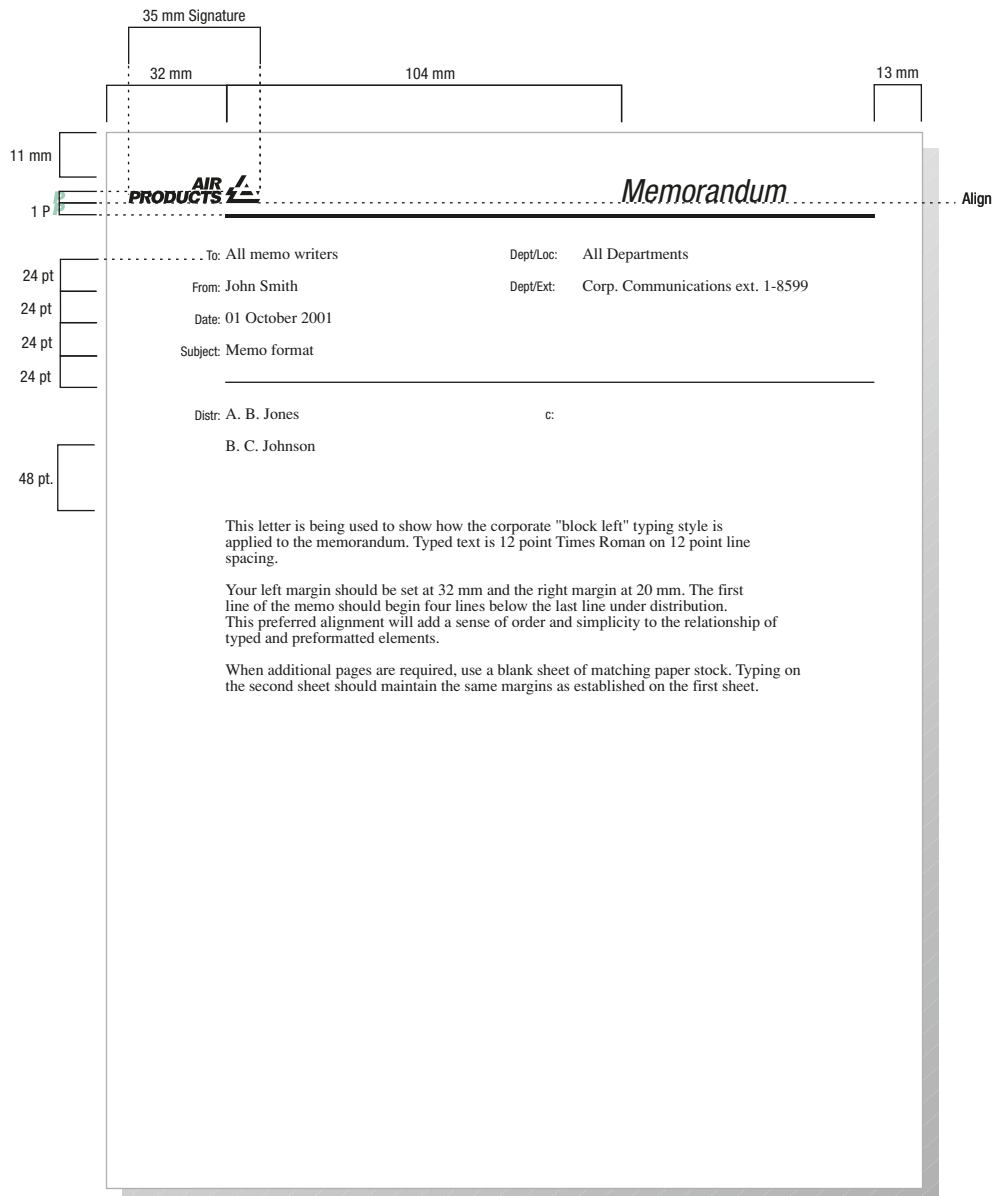
This letter is being used to show how the corporate "block left" typing style is applied to the memorandum. Typed text is 12 point Times Roman on 12 point line spacing.

Your left margin should be set at 1 1/4" and the right margin at 1". The first line of the memo should begin four lines below the last line under distribution. This preferred alignment will add a sense of order and simplicity to the relationship of typed and preformatted elements.

When additional pages are required, use a blank sheet of matching paper stock. Typing on the second sheet should maintain the same margins as established on the first sheet.

Electronic template use:
Typed text is 12 point
Times Roman, on
single line spacing.

Signature Size:
35 mm.
Rule Line Size:
1/4 P
Size:
A4.
Color:
Black.
Paper Stock:
Any 20# bright white,
smooth, laser
compatible paper.
Reproduction:
Laser printed.
Electronic template
available.



Electronic template use:
Typed text is 12 point
Times Roman, on
single line spacing.

Signature Size:
1 3/8" / 35 mm.
Rule Line Size:
1/4 P
Size:
8 1/2" x 11"
and A4.
Color:
Black.
Paper Stock:
Any 20# bright white,
smooth, laser
compatible paper.
Reproduction:
Laser Printed.
Electronic template
available.

1 3/8" Signature
1 1/4" 4 1/8" 7/16"

1/2"
1 P
1/8" Align

PRODUCTS *AIR* *Fax Transmittal*

Air Products and Chemicals, Inc.
7201 Hamilton Boulevard
Allentown, PA, 18185-1501

To: Jane Doe
Co: Air Products and Chemicals, Inc.
Tel: 610-481-1234
Fax: 610-481-1235

From: John Hughes
Dept: Corp. Communications
Tel: 610-481-5678
Fax: 610-481-5679

Date: 01 October 2001
Subject: Test Fax Transmittal

Message: This letter is being used to show how the corporate "block left" typing style is being applied to the fax cover letter.

Your left margin should be set at 1 1/4" and the right margin at 1". This preferred alignment will add a sense of order and simplicity to the relationship of typed and preformatted elements.

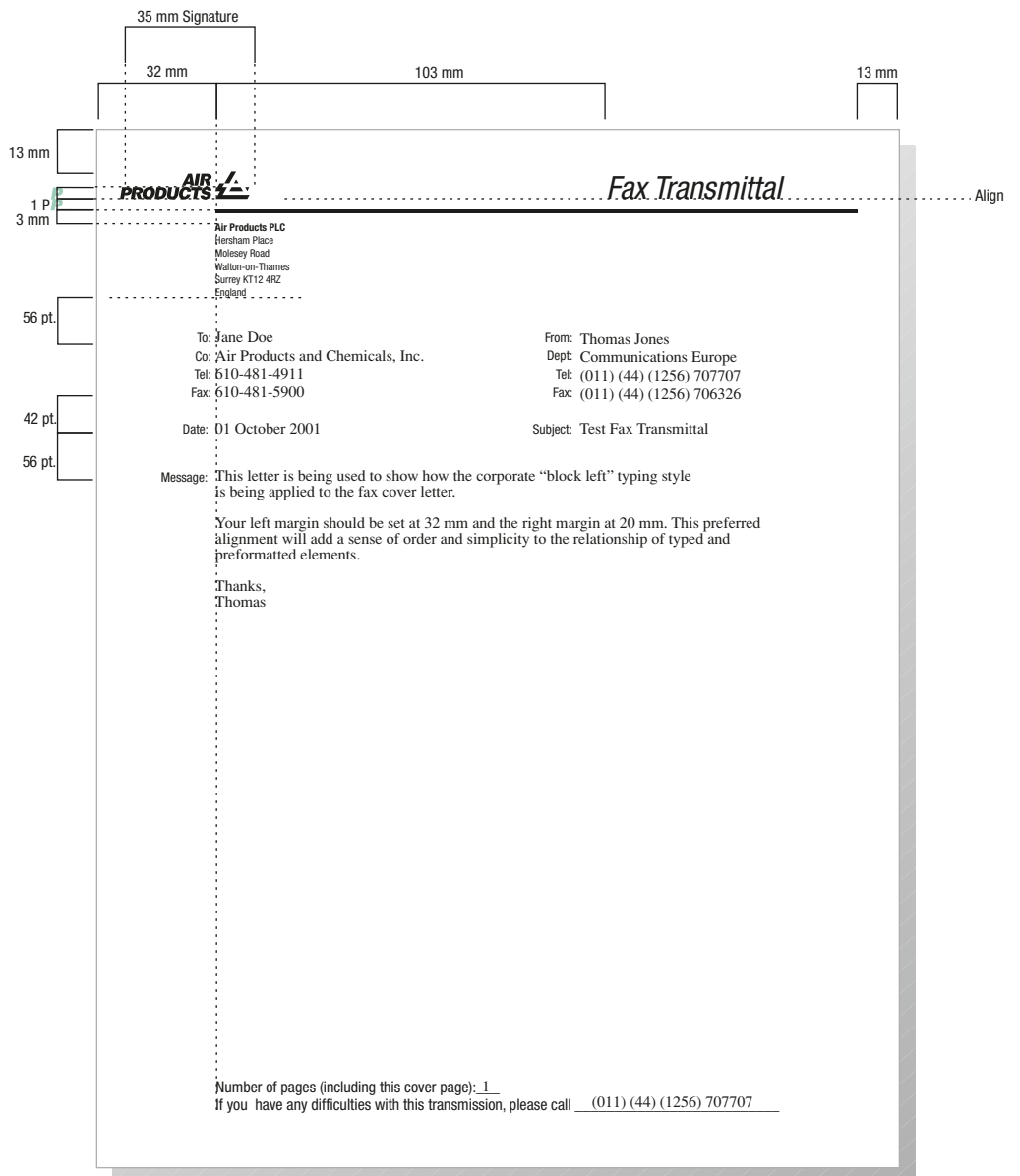
Thanks,
John

56 pt.
42 pt.
56 pt.

Number of pages (including this cover page): 1
If you have any difficulties with this transmission, please call 610 481-5678

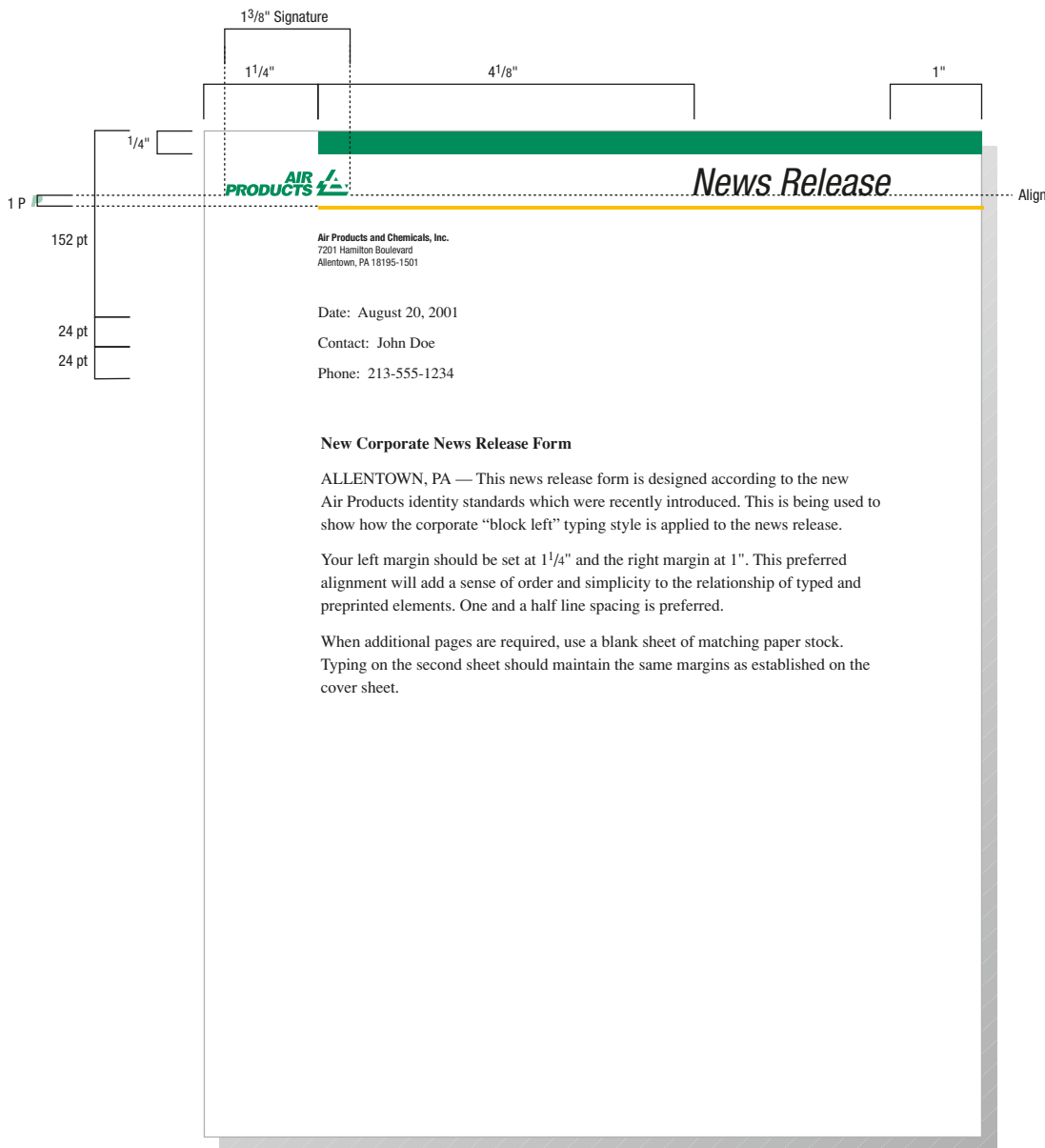
**Electronic template use:
Typed text is 12 point
Times Roman, on
single line spacing.**

Signature Size:
35 mm.
Rule Line Size:
1/4 P
Size:
A4.
Color:
Black.
Paper Stock:
Any 20# bright white,
smooth, laser
compatible paper.
Reproduction:
Laser Printed.
Electronic template
available.



Typography:
"News Release" title
is 30 point Helvetica
Regular Condensed Italic,
initial caps.

Typed text is 12 point
Times Roman on 1.5 line
spacing.



Signature Size:
13³/₈".

Rule Line Size:
1/4 P

Page Size:
8¹/₂" x 11".

3 Colors:
Air Products green,
Air Products gold,
black.

**Match Air Products
color swatches.**

**Signature is green,
rule line is gold,
all typography is black.**

Paper Stock:
Preferred stock:
Bright White Wove 24#,
Recycled.

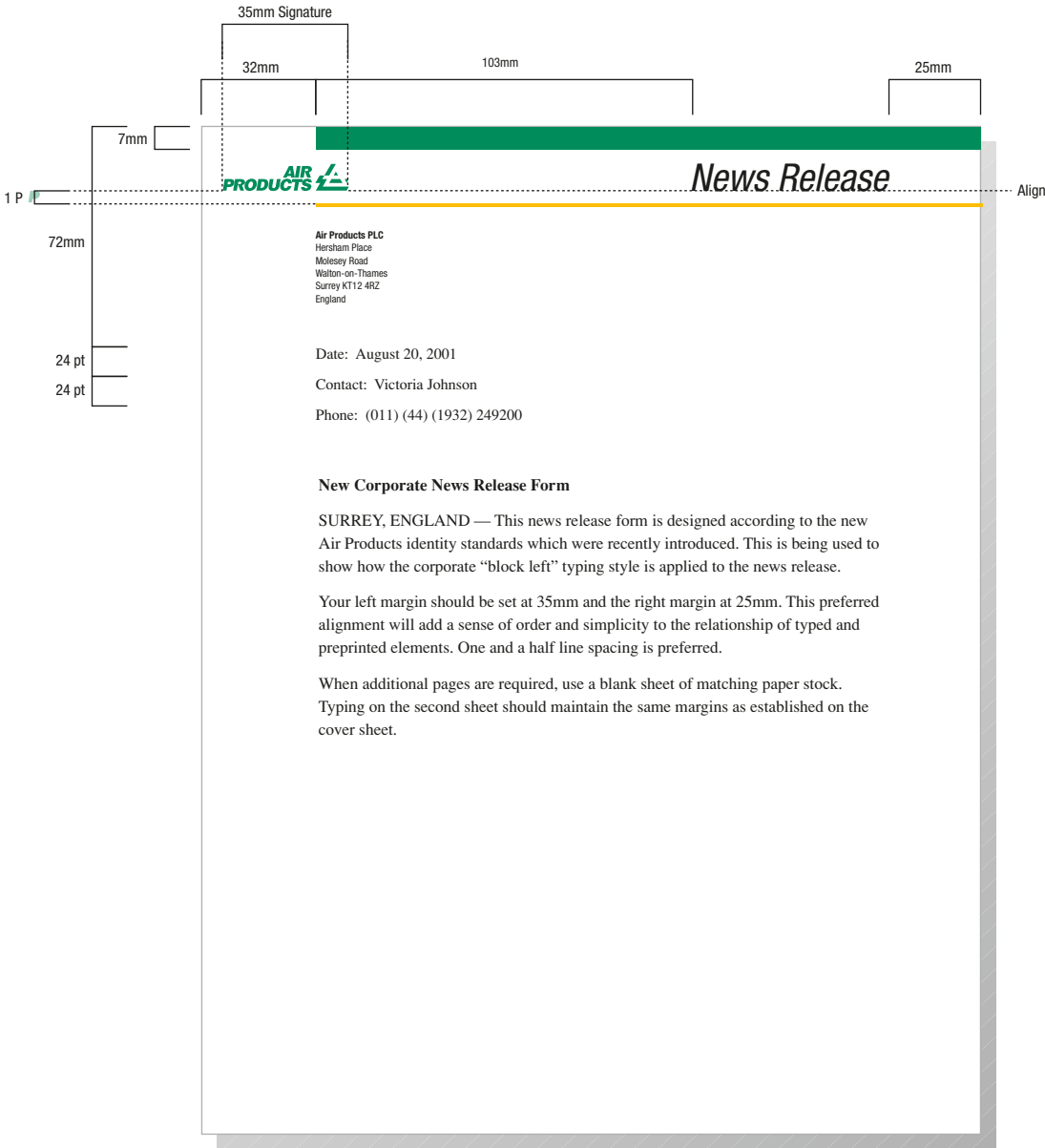
**This paper is laser
compatible.**

**For additional pages, use
unprinted blank sheets
of the same paper stock.**

Reproduction:
Offset lithography.

Typography:
“News Release” title
is 30 point Helvetica
Regular Condensed Italic,
initial caps.

Typed text is 12 point
Times Roman on 1.5 line
spacing.



Signature Size:
35 mm.
Rule Line Size:
1/4 P

Page Size:
A4.

3 Colors:
Air Products green,
Air Products gold,
black.

Match Air Products
color swatches.

Signature is green,
rule line is gold,
all typography is black.

Paper Stock:
Preferred stock:
Bright White Wove 24#,
Recycled.

This paper is laser
compatible.

For additional pages, use
unprinted blank sheets
of the same paper stock.

Reproduction:
Offset lithography.

The address block on the preferred business card is limited to eight lines. The address lines should break logically between thoughts. It is strongly recommended that business card content be limited to one side, which will allow for the “tell me more” definition brand message on the back. If additional lines are absolutely necessary, see the “copy-heavy” examples.

When two addresses are needed on one card, print a complete card with one address on one side and a complete card with the other address on the other side.

The same specifications are used for all languages that use the Roman alphabet. Japanese should be set in a gothic style (condensed preferred) katakana. Other languages should use a compatible contemporary style alphabet (condensed preferred) positioned below the rule line. A translation may be printed on the back if needed. Second-language type is allowed on the front of the card to supplement the personal name as shown in the example on page 6.15.

Never translate the Air Products signature.

Signature Size:
1 1/4" / 32 mm.

Rule Line Size:
1/4 P

Size:
3 1/2" x 2"
89mm x 51mm.

3 Colors:
Air Products green,
Air Products gold,
black.

Match Air Products color swatches.

Signature is green,
rule line is gold,
all typography is black.

Typography:
Use only approved reproduction art for signature and rule line.

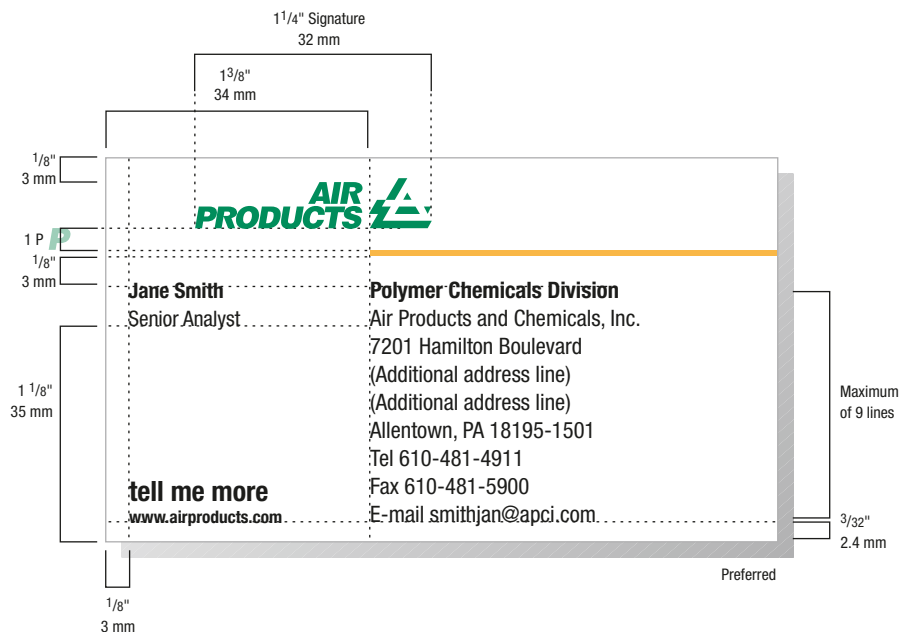
Preferred business card content:

Consists of the following information, using a maximum of 8 lines.

- Division
- Company
- Two or three-line address
- Telephone number
- Fax number
- E-mail address

“tell me more” and the web address will always print in lower left corner.

It is strongly recommended that business card content be limited to one side to allow for the “tell me more” definition brand message on the back. If additional lines are absolutely necessary, see the “copy-heavy” examples on page 6.15.



Standard Business Cards:

Typography:
All copy (including name) is Helvetica Bold Condensed and Helvetica Regular Condensed, 8.5 point on 10.5 point line spacing, flush left, rag right, initial caps.

Paper Stock:
Eastern Opaque Recycled Polar White 80# cover.

Reproduction:
Signature and rule line are engraved (two color). Imprint is one color thermography.

Executive Business Cards:

Typography:
All copy (except for name) are Helvetica Bold Condensed and Helvetica Regular Condensed, 8.5 point on 10.5 point line spacing, flush left, rag right, initial caps; name only is 9 point Helvetica Bold Condensed on 10.5 point line spacing.

Paper Stock:
Crane's Fluorescent White Wove 110# cover.

Reproduction:
Engraving (three color) for signature, rule line, and imprint.

The backs of all business cards that do not require additional copy or translations will include brand messaging that will consist of “tell me more” and a definition of its meaning. The backs will be printed in a series of four colors selected from our secondary color palette.

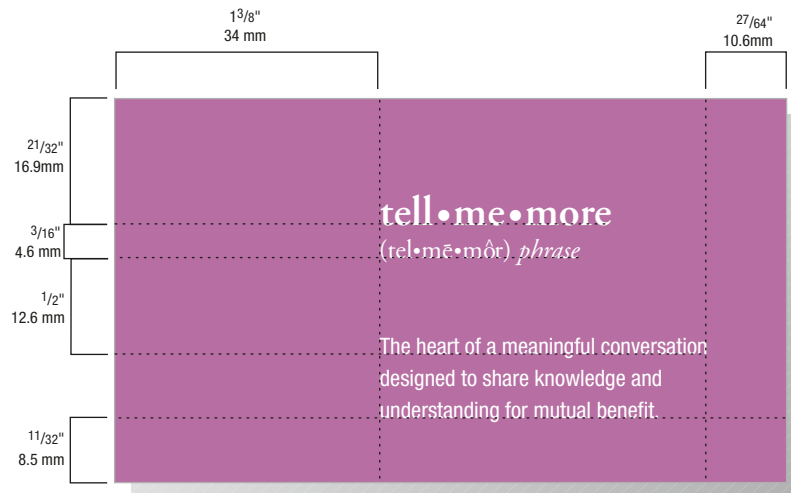
The brand messaging makes our cards distinct and will help differentiate us from our competitors. It will also help define the meaning of our brand program and encourage the sharing of knowledge and understanding.

Size:
3 1/2" x 2"
89mm x 51mm.

4 Secondary Colors:
PMS 681
PMS 279
PMS 5493
PMS 275

Match Air Products
color swatches.

Typography:
Use only approved
reproduction art for back
of business cards.



Business Card back:

Typography:
tell me more is set in
16 pt Adobe Garamond
semibold.

Enunciation is set in
10 pt Adobe Garamond
regular and italic.

Definition is set in 8.5 pt
Helvetica Neue
Condensed regular with
12 pt line spacing.

Paper Stock:
Eastern Opaque Recycled
Polar White 80# cover.

Reproduction:
Print 1 color with reverse
type.

Paper Stock:
Eastern Opaque Recycled
Polar White 80# cover.

Reproduction:
First Side:
Signature and rule line
are engraved (two color).
Imprint is one color
thermography.

Second Side:
Offset lithography (three
color) for signature, rule
line, and imprint.

Offset lithography (one
color, black) for
translated version and
Weights and Measures
option.

Weights and Measures Cards

AIR PRODUCTS

tell me more
(tel•mē•môr) phrase

The heart of a meaningful conversation
designed to share knowledge and
understanding for mutual benefit.

www.airproducts.com

WEIGHT AND VOLUME EQUIVALENT	Wt. of Liquid or Gas		Vol. of Liquid at Normal Boiling Point	
	Pounds	Liters	Gallons	Liters
OXYGEN	1.000	0.357	0.105	3.072
	2.517	1.000	0.264	11.628
	9.527	3.785	1.000	10.340
	8.261	3.250	0.869	1.000
ARGON	1.000	0.326	0.086	3.072
	11.628	3.785	1.000	10.340
	1.000	0.561	0.148	1.782
	6.746	3.785	1.000	7.245
NITROGEN	1.000	0.357	0.105	3.072
	2.517	1.000	0.264	11.628
	9.527	3.785	1.000	10.340
	8.261	3.250	0.869	1.000
HELIUM	1.000	0.363	0.095	3.072
	2.775	1.000	0.264	10.442
	1.042	3.785	1.000	1.034
	1.034	3.754	0.992	1.000
HYDROGEN	1.000	6.409	1.683	191.96
	0.156	1.000	0.264	29.95
	0.991	3.785	1.000	113.37
	0.521	3.339	0.882	100.00

Dual Address Card (Back)

AIR PRODUCTS

Bill Jones
Representative

Asia Singapore Pte Ltd.
9 Temasek Boulevard
#28-01 Suntec Tower 2
Singapore 038989
Tel (65) 332-1661
E-mail jonesbil@apci.com

tell me more
www.airproducts.com

AIR PRODUCTS

Bill Jones
Representative

Polymer Chemicals Division
Air Products and Chemicals, Inc.
7201 Hamilton Boulevard
Allentown, PA 18195-1501
Tel 610-481-4911
E-mail jonesbil@apci.com

tell me more
www.airproducts.com

Dual Address Card (Front)

Restricted Long Name Format

For long personal
names, you may use the
Restricted Long Name
Format.

AIR PRODUCTS

**Lauretta Margaret
Peterson-Franklin**
Technician

Corporate Communications
Air Products and Chemicals, Inc.
7201 Hamilton Boulevard
Allentown, PA 18195-1501
Tel 610-481-4911
Fax 610-481-5900
E-mail franklla@apci.com

tell me more
www.airproducts.com

- Things to Avoid:**
Do not foil stamp,
emboss, or deboss.
- Do not change the size or
position of the signature.
- Do not use double sized,
folded cards.
- Do not translate the
Air Products signature
into another language.
- Do not add
miscellaneous
information beyond the
guidelines.
- Do not put any additional
graphic elements on
the card such as
brand names or other
corporate logotypes.
- Do not make any
additions or alterations
to cards without
approval from your
designated contact.

Copy-heavy business card:

When more than 8 lines of information are absolutely necessary, a "two-column" or "two-sided" format may be utilized.

It is strongly recommended that business card content be limited to one side.

Acceptable:

Listing of academic degrees for Europe is acceptable if necessary.

No additional copy or symbols are acceptable.

Two-Sided Standard Business Cards:

Typography:
All copy (including name) is Helvetica Bold Condensed and Helvetica Regular Condensed, 8.5 point on 10.5 point line spacing, flush left, rag right, initial caps.

Paper Stock:
Eastern Opaque Recycled Polar White 80# cover.

Reproduction:

First Side:
Signature and rule line are engraved (two color). Imprint is one color thermography.

Second Side:
Offset lithography (three color) for signature, rule line, and imprint.

Offset lithography (one color, black) for translated version and Weights and Measures option.



Copy Heavy "Two-Column" Example

Copy Heavy "Two-Sided" (Back) Example

Copy Heavy "Two-Sided" (Front) Example

Translated Version

President's Circle Member Option

Things to Avoid:
Do not foil stamp, emboss, or deboss.

Do not change the size or position of the signature.

Do not use double sized, folded cards.

Do not translate the Air Products signature into another language.

Do not add miscellaneous information beyond the guidelines.

Do not put any additional graphic elements on the card such as brand names or other corporate logotypes.

Do not make any additions or alterations to cards without approval from your designated contact.

Typography:
Use only approved reproduction art for signature and rule line.

Address block is 8.5 point Helvetica Bold Condensed and Helvetica Regular Condensed on

10.5 point line spacing, flush left, rag right, initial caps. Examples are for illustration of applying corporate signature. Other appropriate window envelopes may be used.

Signature Size:
1³/₈" / 35 mm.

Rule Line Size:
1/4 P

Envelope Size:
Various.

Colors:
For high visibility applications:
Air Products green,
Air Products gold,
black.

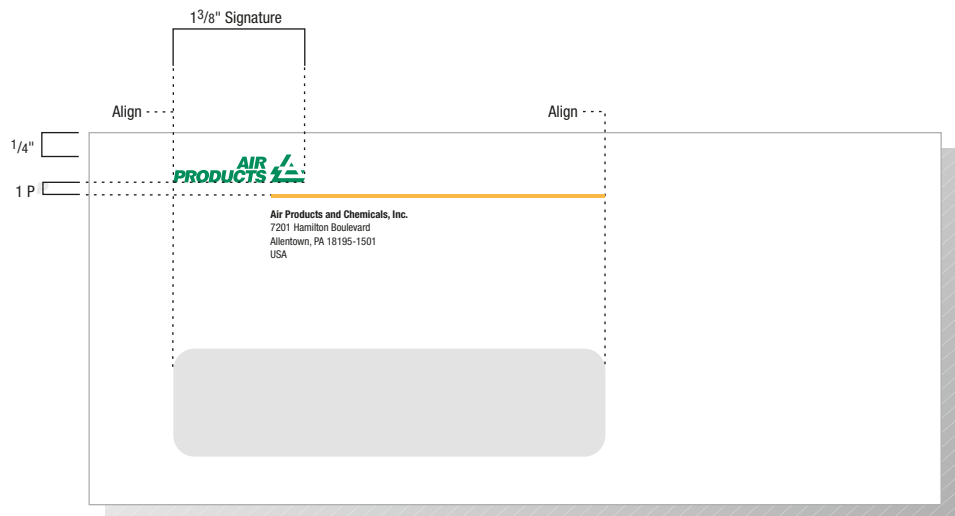
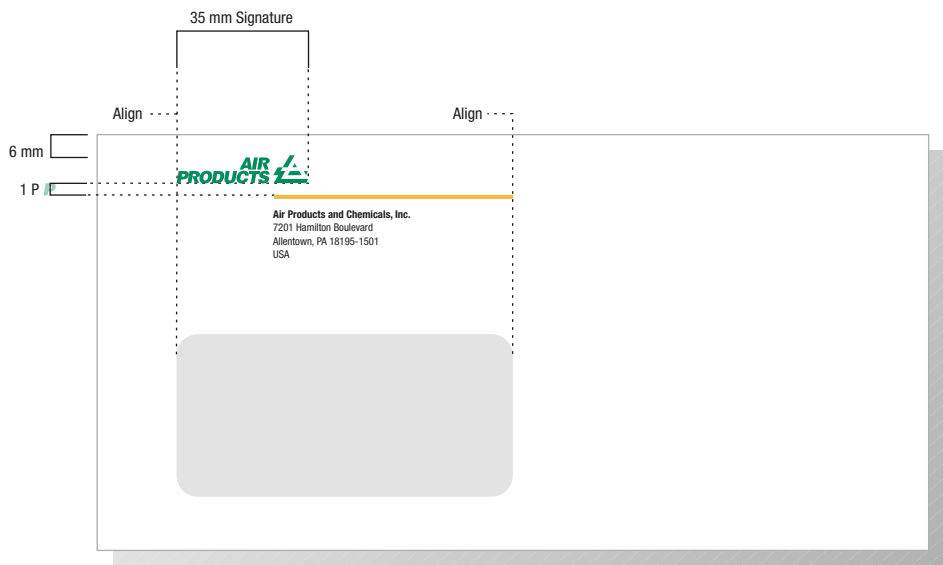
Match Air Products color swatches.

Signature is green,
rule line is gold,
all typography is black.

1 color only for low visibility applications.

Paper Stock:
Any 20# white wove paper.

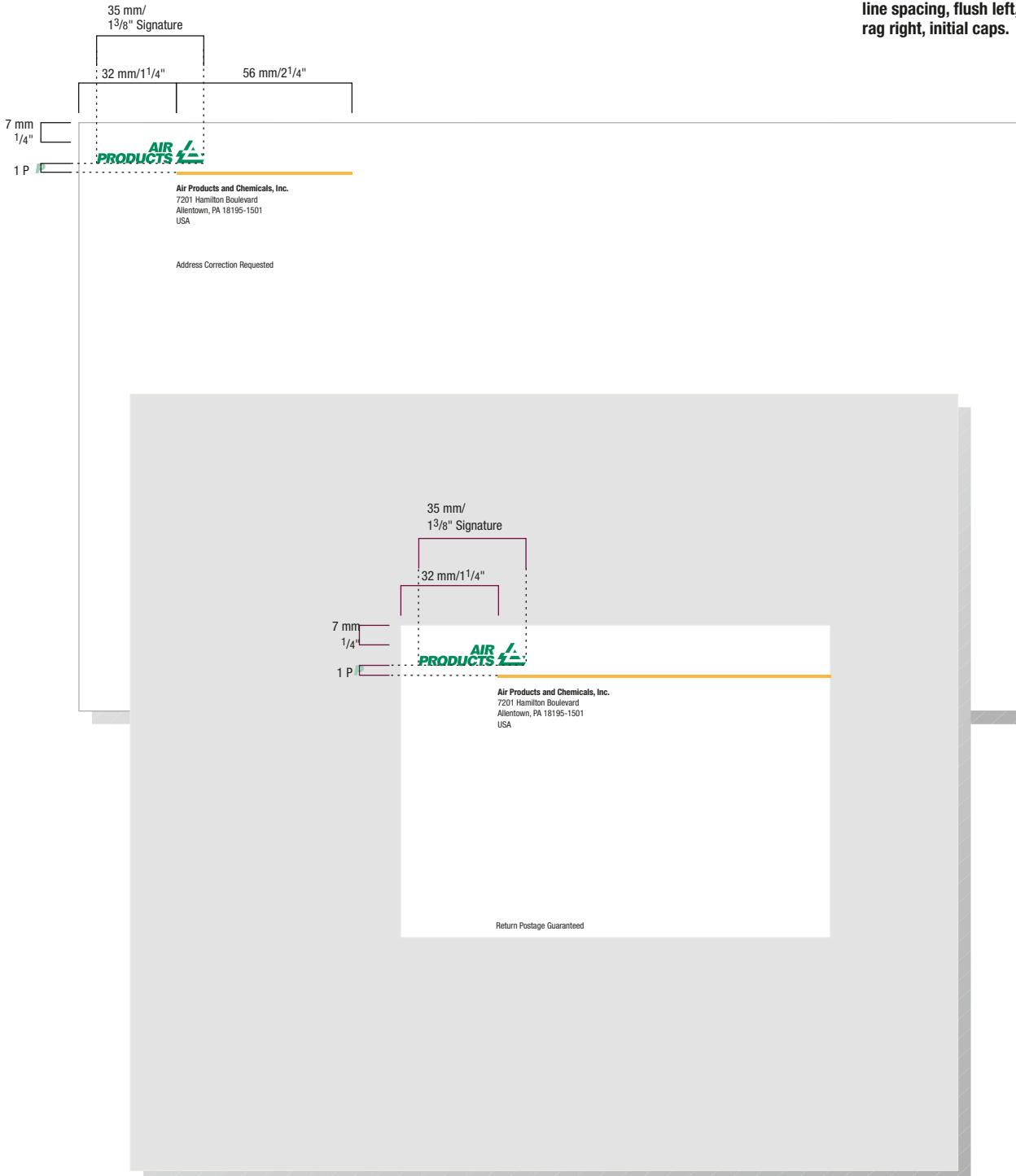
Reproduction:
Offset lithography.



Labels and Oversized Envelopes 6.18

Typography:
Use only approved reproduction art for signature and rule line.

Address block is 8.5 point Helvetica Bold Condensed and Helvetica Regular Condensed on 10.5 point line spacing, flush left, rag right, initial caps.



Signature Size:
1³/₈"/35 mm.

Rule Line Size:
1/4 P

Oversized Envelope Size:
All envelopes larger than Number 10 and DL.

Mail Label:
140 mm x 102 mm,
5¹/₂" x 4".

3 Colors:
Air Products green,
Air Products gold,
black.

Match Air Products color swatches.

Signature is green, rule line is gold, all typography is black.

1 color only for low visibility envelopes.

Paper Stock:
For the envelopes, any 20# bright white wove paper.

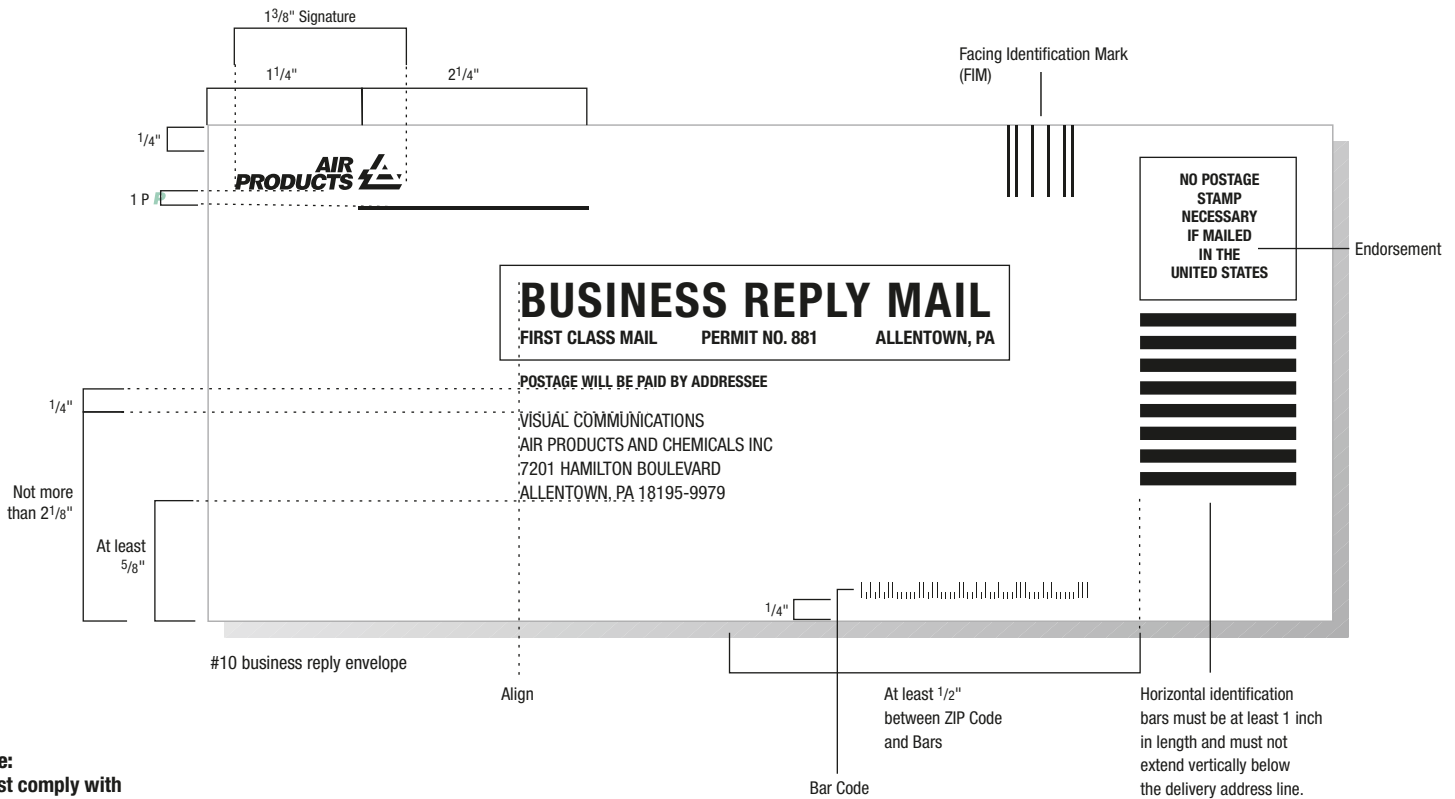
For the mailing labels, Crack 'n Peel or any comparable stock.

Reproduction:
Offset lithography.

Typography:
 Typography and line rules are subject to the United States Postal Service business reply mail format requirements.

Contact your local postal authority for international business reply regulations.

Address block is 10 point Helvetica Bold Condensed and Helvetica Regular Condensed on 12 point line spacing, flush left, rag right, initial caps.



Size:
 Must comply with current postal regulations.

Minimum size:
 3 1/2" x 5".

Maximum size:
 6 1/8" x 11 1/2".

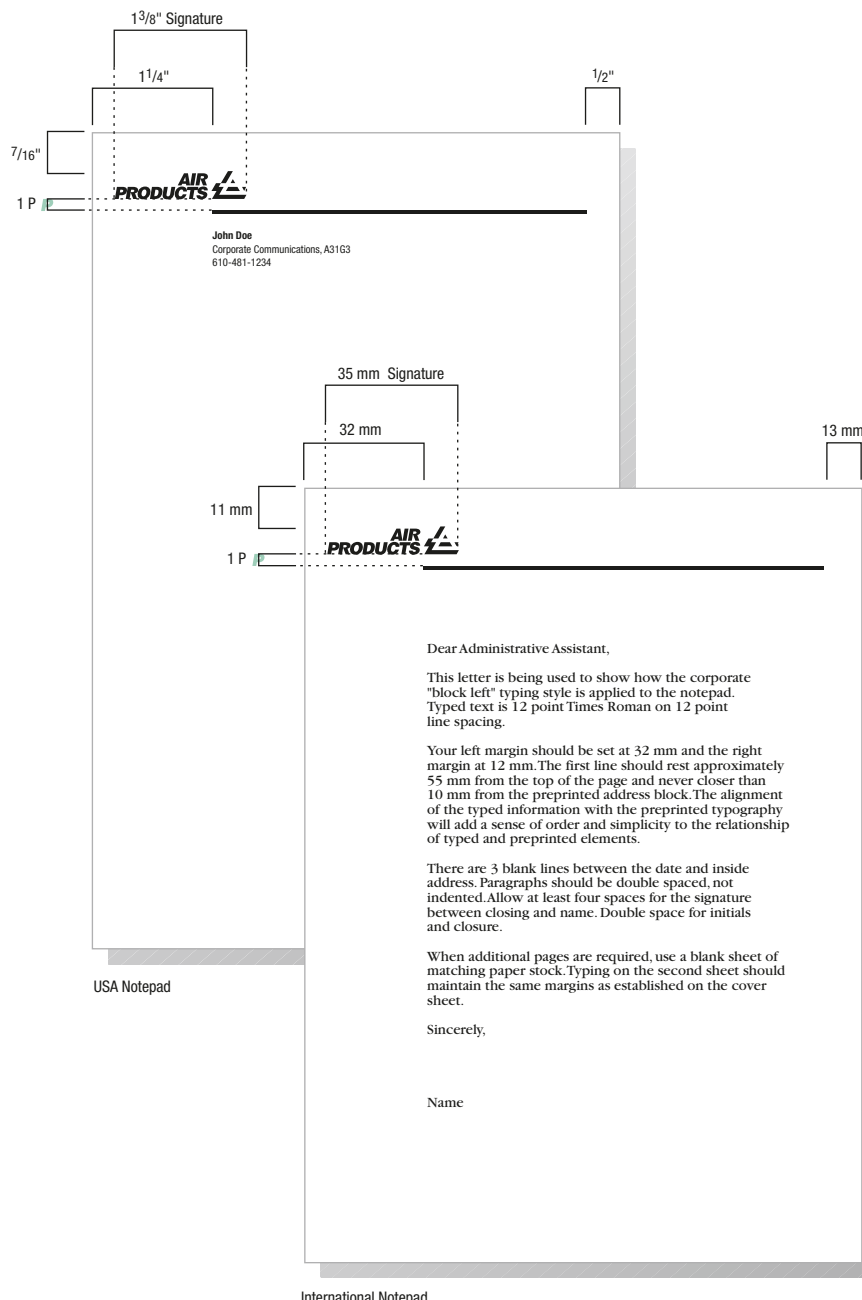
Color:
 Black.

Paper Stock:
 For envelopes, any 20# bright white wove paper.

Reproduction:
 Offset lithography.

Notepads 6.20

Typed text:
12 point Times Roman,
on single line spacing.



Signature Size:
1 3/8" / 35 mm

Rule Line Size:
1/4 P

Size:
5 1/2" x 8 1/2"
A5, 148 mm x 210 mm

Colors:
Black.

Paper Stock:
Any 20# bright white
wave paper

Reproduction:
Photocopy.
Electronic template
available.

USA Notepad

International Notepad

Form Headings

The form heading consists of the corporate signature and rule line, the address block (optional), and the form title. It is a flexible structure to allow for differences in form function, size, and content. The relative size and relationship of these elements remains the same; however, their position may be adjusted to accommodate predetermined information strike areas or text-heavy layouts. Only when retrofitting into an existing form, where space is severely restricted, may the signature be used alone. Addresses and telephone numbers are optional. Using at least the legal name in the position of the address block is recommended.

Signature Size:
1³/₈" / 35 mm.

Rule Line Size:
1/4 P

Size:
Various sizes.

Colors:
3 color forms:
for high visibility forms for external audiences,
Air Products green,
Air Products gold,
black.

2 color forms:
Air Products green and black.

1 color forms:
Black (preferred),
or Air Products green.
Match Air Products color swatches.

Paper Stock:
Various.

Reproduction:
Offset printing,
laser printing,
or xerography.

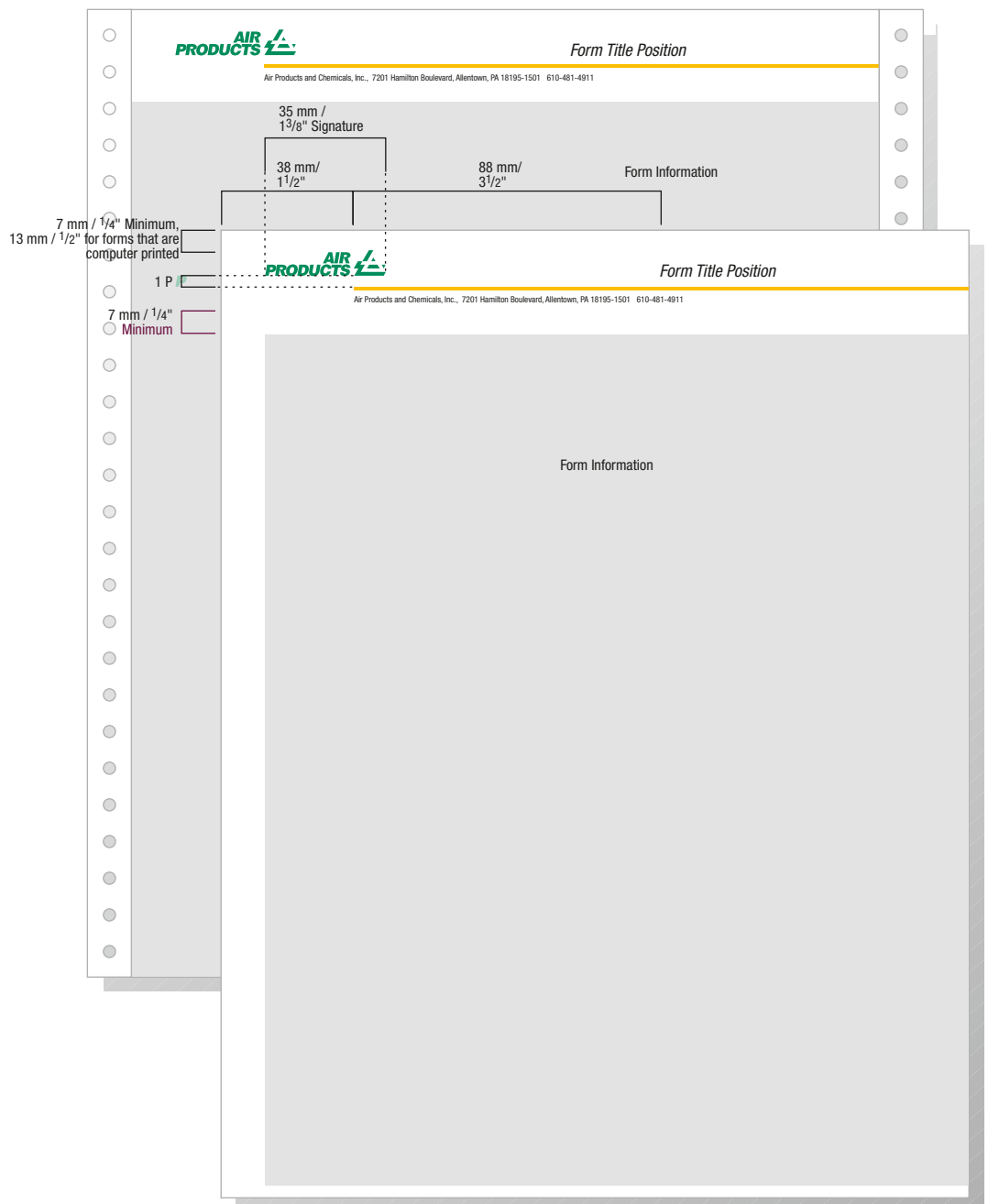
Rule Lines:
Use these rule line weights: .25 pt, .5 pt, 1 pt, 2.15 pt, 2.3 pt, 3.35 pt, 6 pt, 12 pt.

Signature Usage

The corporate signature and rule line are applied using approved reproduction art. A standard-size signature is preferred. Use 1³/₈" when possible.

Layout

Information must be presented clearly and concisely to facilitate the use of forms. This is achieved through organized and clean layouts. Aligning elements usually helps to simplify the layout.





Information should be aligned flush left, ragged right. Flush left alignment with the symbol is encouraged.

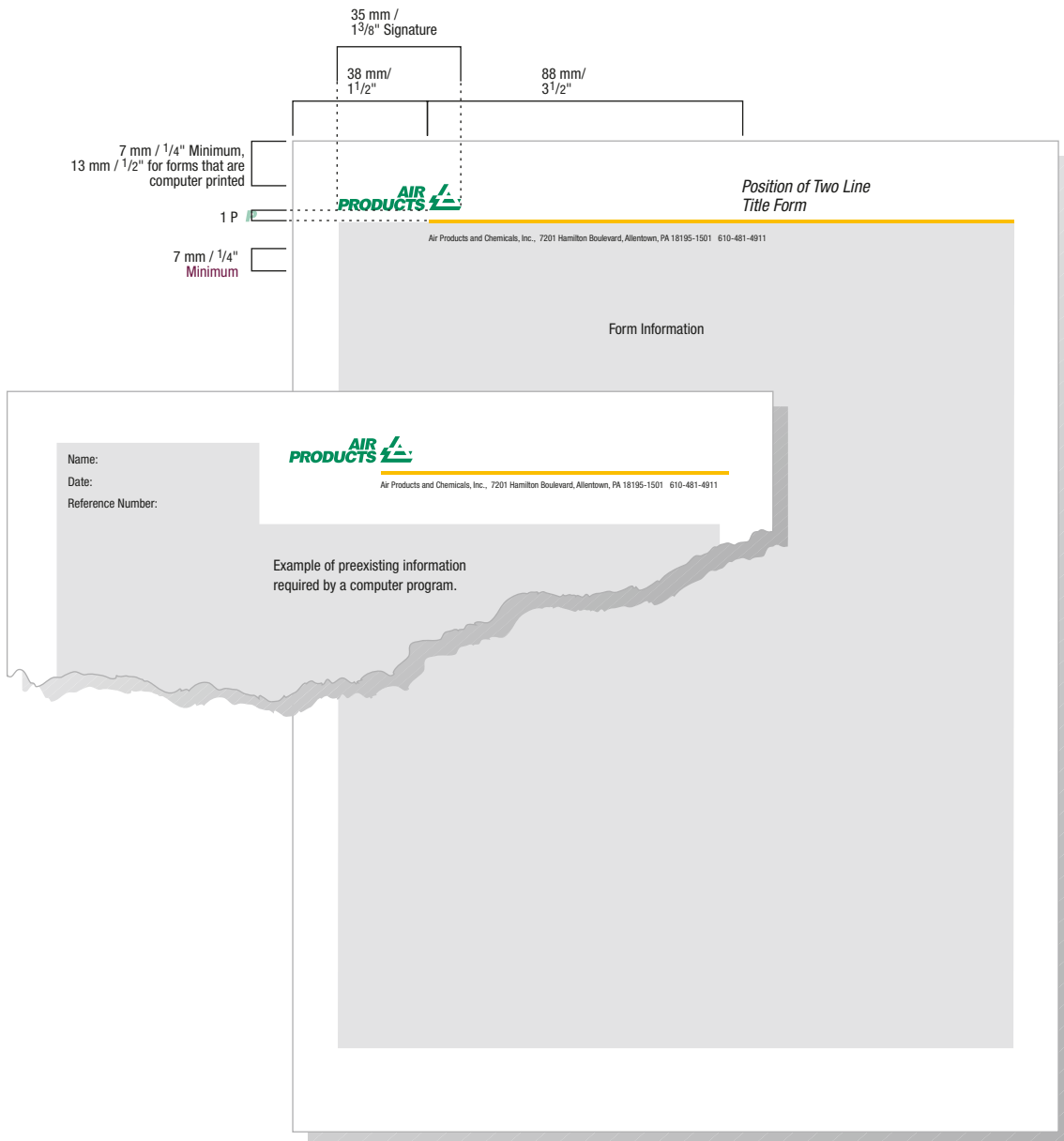
Forms should be designed with a minimum of imagery and text. A linear form structure is preferred and can be created using horizontal rule lines to separate information. Vertical rule line use and screened areas should be kept to a minimum. Do not use round corners when creating boxes. Bleeds are encouraged whenever possible. Forms that are computer printed should be designed with all printing to be at least 1/2" from the paper edge.

Typography and Rule Lines

Form text should be typeset using the Helvetica Condensed family. When using rule lines, choose weights from the selection in this manual that will coordinate with the signature and rule line. Type is typeset flush left and ragged right.

Approved Rule Line Weights for Forms:

.25 pt	
.5 pt	
1 pt	
(Small Standard) 2.3	
6 pt	
12 pt	




Typography:
Use only approved reproduction art for the corporate signature and rule line.

Form title is 14 point Helvetica Regular Condensed Italic, flush left, ragged right, initial caps. Form title is flush left at the specified measurement or flush left with any predominant column or information. Form title aligns with the baseline of the corporate signature.

Address block is typeset in Helvetica Regular Condensed and Bold Condensed. Address block is 8.5 point on 10.5 point line spacing (preferred) or smaller (acceptable).

Typeset form text in the Helvetica Condensed family using appropriate sizes and weights.



Invoice

Air Products and Chemicals, Inc., 7201 Hamilton Boulevard, Allentown, PA 18195-1501 610-481-4911

Important: Please reference our invoice number on all payments.

Sales Order No.:	Customer No.:	Customer VAT No.:	Invoice No.:	Invoice Date:
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Sold to:	Shipped to:
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Your order no.:

Terms	Delivery:
	Payment:

Product Description:

Messages:

Page 1 of 1



Supply Agreement

Air Products and Chemicals, Inc., 7201 Hamilton Boulevard, Allentown, PA 18195-1501 610-481-4911

This Agreement, made as of the _____ day of _____, 19 _____ between Air Products Canada Ltd. ("Seller"), and _____ ("Buyer").

1. Sale and Purchase:


Seller hereby agrees to sell and Buyer hereby agrees to purchase Buyer's requirements of gaseous and liquid gas products sold by Seller to its customer ("Product"), however delivered, other than Product required by Buyer for delivery in individual high pressure cylinders for use at Buyer's Designated Locations identified below.

2. Designate

This Agreement operations at Location(s) _____.

3. Terms and

This Agreement Designated Location shall be the Location shall Product to ea



Application for Employment

Air Products and Chemicals, Inc., 7201 Hamilton Boulevard, Allentown, PA 18195-1501 610-481-4911

Personal Information / Informations

Date	Position Desired / Poste Desire	Wage or Salary Desired	Date Available
Name/Nom	Last First/Prénom Middle/Initiale		
Street Address / Adresse: Rue		City/Ville	Province Postal Code / Code Postal Phone No./No. Telephone
Were you ever employed by Air Products before?			

Education and Skills /

Circle last year completed - High School:	9	10	11	12	13	College/University:	1	2	3	4	Class Rank or Grade Avg. Moyenne Généraliste
High School / Secondaire	City/Ville		Course/Cours								
Business / Technical School /	City/Ville		Course/Cours								
College / University / Collège / Université	City / Ville		Major and Degree								
Other education or training (include Military) Autre Formation (incluant Militaire)			Course/Cours								
Y/Type Soudé W/Type de Frappe	S/Semi Soudé V/Vince S/Semo	What business machines can you operate? / Quels appareils de bureau pouvez-vous opérer?									

Employment Experience / Experience de

Start with present or most recent employer. Indicate job title and description of work performed.

Company/Compagnie				Position Title and Summary of Work Performed			
Phone Number/ Numero de Telephone	Start Date Date Debut	Term Date Date Termine	Wage Rate or Salary Taux Horaire ou Salaire				
Supervisor's Name / Nom du Supérieur		Supervisor's Title and Department Titre et Département du Supérieur		Reason for Leaving / Raison du Depart			
May we contact? Peut-on le contacter?	Yes Oui	No Non					

Company/Compagnie				Position Title and Summary of Work Performed			
Phone Number/ Numero de Telephone	Start Date Date Debut	Term Date Date Termine	Wage Rate or Salary Taux Horaire ou Salaire				
Supervisor's Name / Nom du Supérieur		Supervisor's Title and Department Titre et Département du Supérieur		Reason for Leaving / Raison du Depart			
May we contact? Peut-on le contacter?	Yes Oui	No Non					

Company/Compagnie				Position Title and Summary of Work Performed Titre et Sommaire du Travail Accompli			
Phone Number/ Numero de Telephone	Start Date	Term Date	Wage Rate or Salary Taux Horaire ou Salaire				
Supervisor's Name / Nom du Supérieur		Supervisor's Title and Department		Reason for Leaving / Raison du Depart			
May we contact? Peut-on le contacter?	Yes Oui	No Non					

Check/cheque layout follows the same design system guidelines established for other Air Products forms. The corporate signature and rule line are always used. The legal name is required. Position of the masthead elements is flexible to accommodate imprinted numbers and/or information. Align text and rule lines with the signature or other imagery whenever possible. Rule lines are used to separate informational areas. The Air Products safety pattern is used to define areas on the check.

Typography:
Use only approved reproduction art for the corporate signature and rule line.

8.5 point Helvetica Regular Condensed and Bold Condensed on 10.5 point line spacing, initial caps.

1 3/8" Signature

1 1/4" 3 1/4"

1 P

AIR PRODUCTS Expense Check 00.122 714000

Air Products and Chemicals, Inc., 7201 Hamilton Boulevard, Allentown, PA 18195-1501 610 481-4911

Check Date Pay This Amount

Pay _____

To the Order Of _____

National Bank Name
Street Address
City, State, Zip Code

By _____ Authorized

Authorized

0 3 3 3 ? 3

AIR PRODUCTS Payroll Cheque 00.122 714000

Air Products and Chemicals, Inc., 7201 Hamilton Boulevard, Allentown, PA 18195-1501 610 481-4911

Check Date Pay This Amount

Pay _____

To the Order Of _____

National Bank Name
Street Address
City, State, Zip Code

By _____ Authorized

Authorized

0 3 3 3 ? 3

Voucher Number	Invoice Date	Invoice Number	Invoice Amount	Discount Amount	Net Amount
Please detach and retain this voucher as your record of					Total Amount Paid
					714000

AIR PRODUCTS Payroll Check 00.122 714000

Air Products and Chemicals, Inc., 7201 Hamilton Boulevard, Allentown, PA 18195-1501 610 481-4911

Check Date Pay This Amount

Pay _____

To the Order Of _____

National Bank Name
Street Address
City, State, Zip Code

By _____ Authorized

By _____ Authorized

0 4 3 3 0 1 6 2 ? 0 3 3 3 ? 3

Signature Size:
1 3/8"/35 mm.

Rule Line Size:
1/4 P

Size:
Any standard size.

Color:
2 color version is Air Products green and black.
1 color version is Air Products green (preferred) or black.

Paper Stock:
Bright white preferred.

Reproduction:
Offset lithography.

Signature Size:
1 3/4".

Rule Line Size:
1/4 P

Size:
Various.

Color:
Air Products green,
Air Products gold,
and black on white
preferred.

See Basics Elements
section, pages 1.14 to
1.17 for acceptable color
versions.

Material:
Warm white vinyl.
Hidden rivets
preferred.

Reproduction:
Screen printed
(prior to construction
preferred) or
offset lithography
on paper inserted
into a clear vinyl
top-loading overlay
pocket.

Title Typography:
Preferred: 42 point
Helvetica Heavy
Condensed Oblique on
44 point line spacing,
flush left and ragged
right, flush left to the
"line of alignment"
of the signature unit.

Acceptable: Any
weight and size
of Helvetica Condensed
or ITC Garamond,
flush left and ragged
right, using the
following ratio:

- 6 type size
- 6.5 line space
- 9 paragraph space

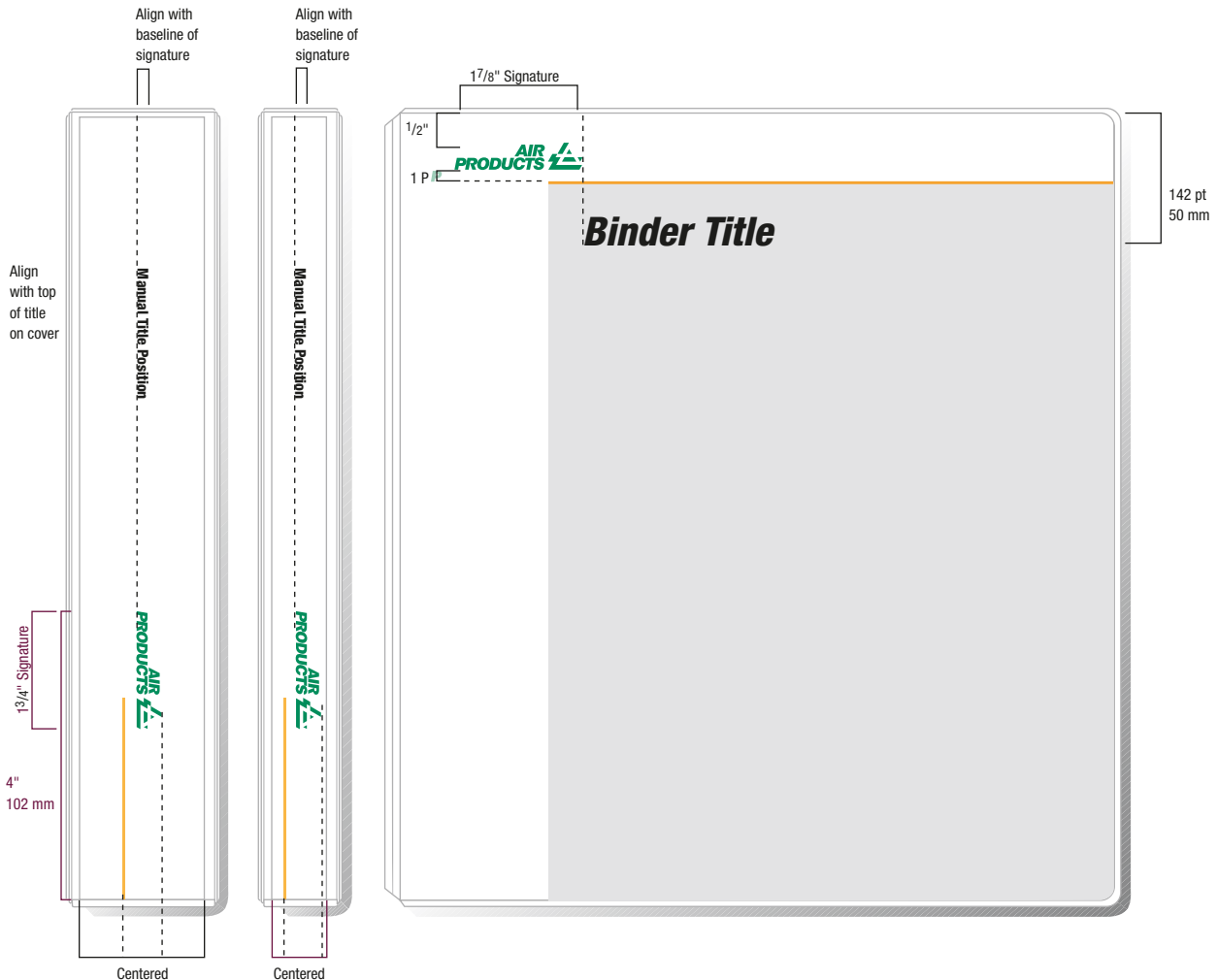
Use only approved
reproduction art for the
corporate signature unit.

Notebook binders are designed to visually relate to other Air Products materials. The signature and rule line are positioned in the upper left of the front cover, and the title is positioned flush left below the symbol (see pages 1.7 and 1.8 in the Basic Elements section). Titles should be typeset in one of the corporate typestyles. Other graphics may appear on the binder front cover provided they do not distract from the signature or the title.

Understated visuals are recommended. Manual stock color should be white (preferred), Air Products green, black, or a neutral color.

Notebook page inserts and divider pages should be designed using the 8 1/2" x 11" brochure grid, with the corporate type families. They should be designed to have an Air Products family appearance that will coordinate with the binder and other Air Products materials.

Binder spine layout features common signature size and position, regardless of spine width.



Title pages are used with reports, proposals, and manuals. A title page is the first page following the cover. It is designed utilizing the 8 1/2" x 11" brochure grid with a signature and rule line. Title copy may be typeset to match the cover or be typed in the position illustrated below.



Signature Size:
1 3/4".

Rule Line Size:
1/4 P

Title Typography:
Preferred: 26 point Helvetica Heavy Condensed on 28 point line spacing, flush left and ragged right, flush left to the "line of alignment" of the signature and rule line. Secondary typography is Helvetica Light Condensed 26 point or smaller.

Acceptable: Any weight and size of Helvetica Condensed or ITC Garamond, flush left and ragged right.

Use only approved reproduction art for the corporate signature and rule line.

Report and proposal covers are designed to visually relate to the other Air Products printed materials. The 8 1/2" x 11" brochure grid is used with title copy typeset in the corporate typestyle. The signature and rule line may be preprinted in color, and the title may be

created electronically and output on a laser printer in black. If additional information is required exceeding the space provided on the cover, it should be typeset in small type below the title, flush left with the dominant title copy.

Signature Size:
1 3/4".

Rule Line Size:
1/4 P

Page Size:
8 1/2" x 11"
and A4.

Color:

Air Products green,
Air Products gold,
black.

Match Air Products
color swatches.

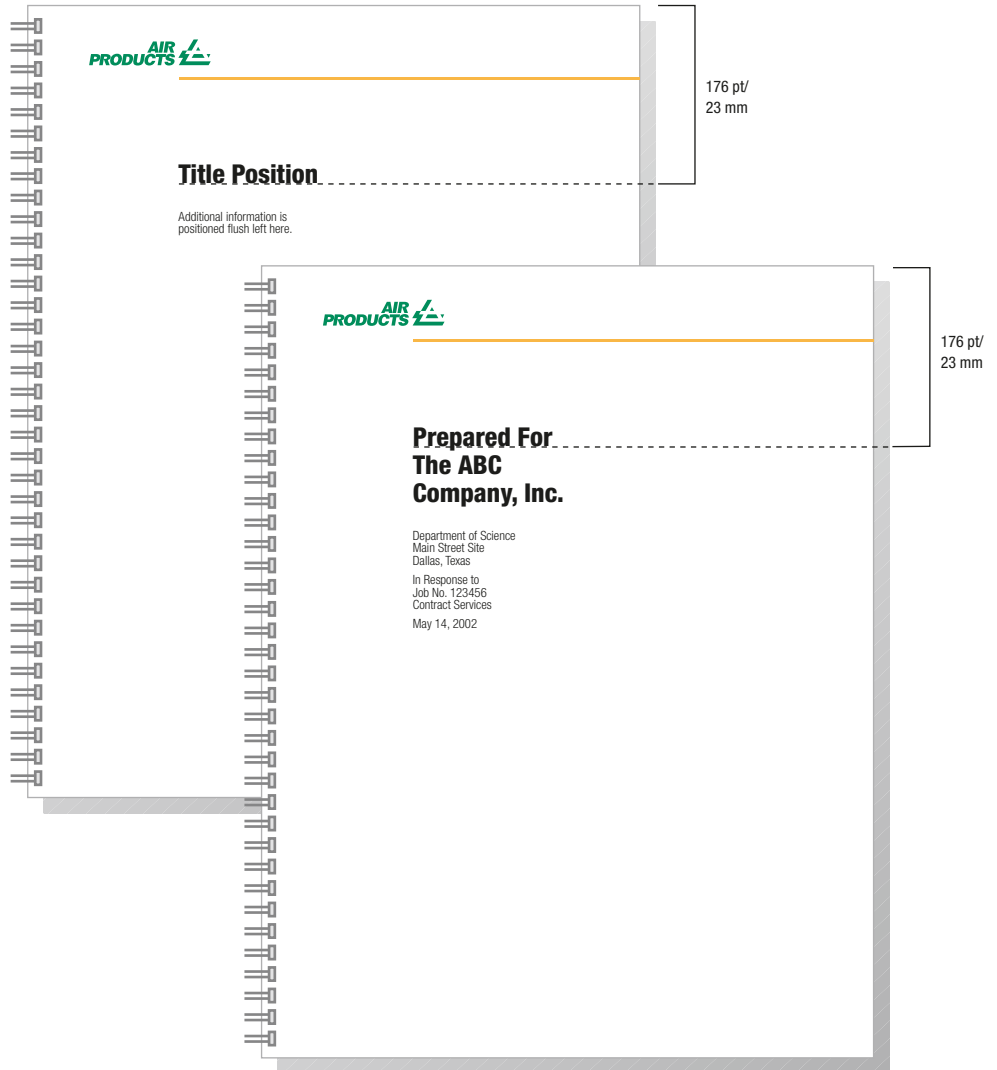
Signature is green,
rule line is gold,
all typography is black.

Back cover matches
front cover paper
stock. Outside back
cover utilizes 3 color
sign-off, preferred,
or is blank. Inside
front cover and inside
back cover prints
solid full bleed green.

Paper Stock:
90-110# uncoated
bright white cover,
smooth finish,
white laser compatible.

Reproduction:
Signature and rule line
are preprinted offset
lithography. Title
typography may be
offset lithography,
xerography, or laser
printed.

Binding:
Any method including
white comb,
white wire-o,
or ring binder.



Title Typography:
Preferred: 26 point
Helvetica Heavy
Condensed on
28 point line spacing,
flush left and ragged
right, flush left to
the "line of alignment"
of the signature unit.
Secondary typography
is Helvetica Light
Condensed 26 point
or smaller.

Acceptable:
Helvetica Condensed or
ITC Garamond. Choose
a size and weight
appropriate for
particular piece.
Choose a larger size
when there are fewer
words, and a smaller
size when there are
many words.

Use only approved
reproduction art for the
corporate signature and
rule line.

A standard format for awards, certificates, and warranties is illustrated here to provide economy of bulk ordering and achieve a high-quality appearance. Certificates are designed to be overprinted in black as required. Text and additional rule lines are printed in black. The standard format simply features a green Air Products signature and gold rule line with text and rule lines in Air Products green, preferred, or black.



Signature Size:
1³/₄".

Rule Line Size:
1/4 P

Size:
8¹/₂" x 11".

Color:
Air Products green,
Air Products gold,
black.
Match Air Products
color swatches.

Paper Stock:
Preferred:
Bright white cover
or text weight stock.
Parchment or
Certificate bond
are acceptable.

Reproduction:
Offset lithography and
laser imprinted.

Typography:
Use Helvetica
Condensed or
ITC Garamond family,
flush left and ragged
right, flush left to
the "line of alignment"
of the signature
and rule line.

Use only approved
reproduction art for the
corporate signature
and rule line.