

It's what's next.

Brand Guidelines

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Welcome. Our brand reflects our passion and our sense of purpose to revolutionize global manufacturing with the Plex Manufacturing Cloud. While Plex exemplifies continuous innovation, our brand must be communicated with consistency to maintain its integrity, maximize its impact, and broadcast our identity to the market.

These brand guidelines have been established to provide you with everything you'll need to help create and support our identity as the manufacturing cloud industry leader. **Plex**, **it's what's next**.



# **Brand Summary**

#### Vision

We knew there had to be a better way to run the plant floor. So we built the software that could do it. The innovative spirit that led to Plex, the first and only manufacturing cloud ERP, is now driving a resurgence in the manufacturing economy. We dared to imagine a new way of running the plant floor. That vision has turned into a fully realized Manufacturing Cloud that now runs operations for hundreds of manufacturing customers.

#### Mission

Our mission is to transform the manufacturing industry with our products and services, leading to the happiest ERP customers in history.

Tagline THE MANUFACTURING CLOUD

#### Themeline

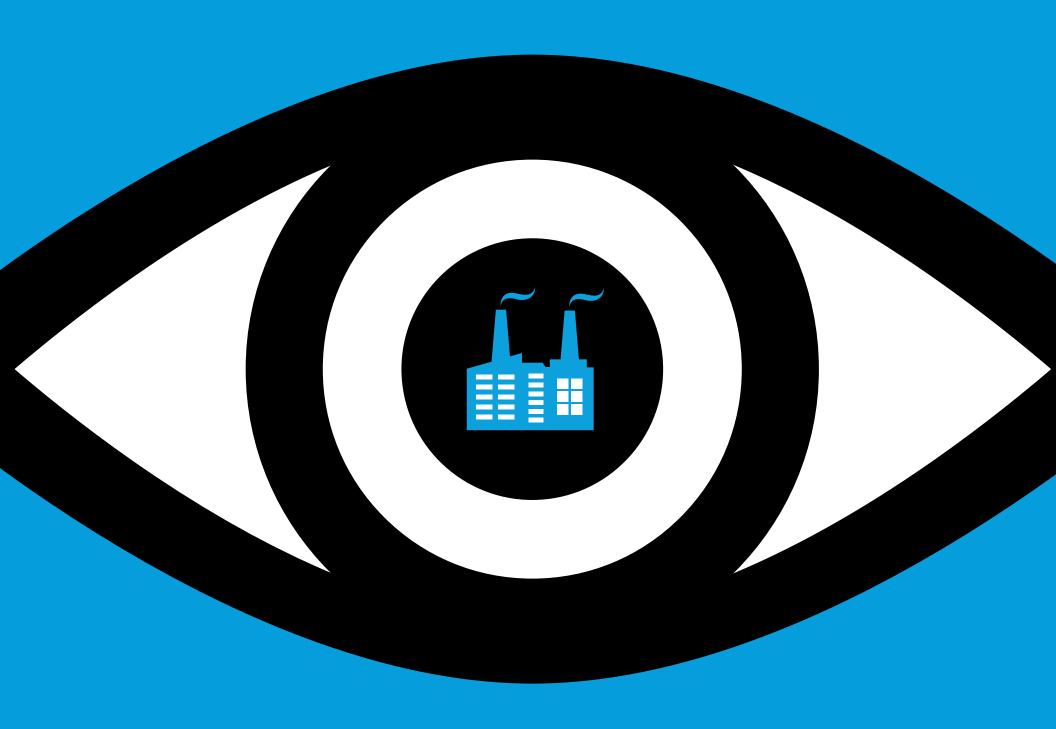
It's what's next.

### **One Sentence Description**

Plex is the Manufacturing Cloud, delivering industry-leading ERP and manufacturing automation to hundreds of companies across industries including aerospace and defense, food and beverage and transportation.

#### **One Paragraph Description**

Hundreds of companies use the Plex Manufacturing Cloud to connect suppliers, manage materials, control machines and run their business operations with ready access to data essential for informed decision making. From processing craft beer to assembling diesel engines, Plex solutions automate the plant floor and inform the top floor. With insight that starts on the production line, Plex helps companies see and understand every aspect of their business, enabling them to lead in an ever-changing market. Plex helps you deliver what's next.



Identity Elements

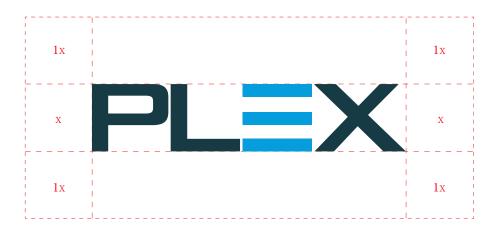
## Logo

Logo

The Plex logo is the face of our company and product, and conveys our public image. Integrity and clarity of the logo depends on proper usage. Only use approved electronic artwork and do not recreate or alter the Plex logo.

Always give the Plex logo room to breathe by creating a clear space around it. No other graphics or photography should appear in this area. Also, please follow the minimum size parameters. Logo treatments smaller than this are difficult to read.

#### Minimum clear space



x=height of logo Keep the defined area void of graphic elements.

Print minimum size 4.75 mm tall or 3/16 inches tall



14 pixels tall and



 $\mathbf{P} = \mathbf{X}$ 

# Web minimum size

# 62 pixels wide

#### PLEX BRAND GUIDELINES | Identity Elements

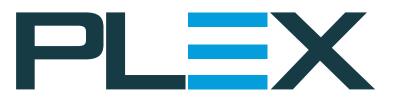
#### page 6

# Logo With Tagline

**Primary logo** 

The Plex corporate tagline is THE MANUFACTURING CLOUD. The tagline is considered artwork and cannot be retyped with the logo. The Plex logo with tagline should primarily be used on marketing materials.

Always give the Plex logo with tagline room to breathe by creating a clear space around it. No other graphics or photography should appear in this area. Also, please follow the minimum size parameters. Logo with tagline treatments smaller than this are difficult to read.



## THE MANUFACTURING CLOUD

#### Minimum clear space



x=height of logo Keep the defined area void of graphic elements.

**Print minimum size** 13 mm or 1/2 inches tall



Web minimum size 42 pixels tall and 130 pixels wide



## Logo Colors

Preferred background colors, full color

Plex Navy and Plex Blue on White



Acceptable logo variations substituting Black for Plex Navy. Use only when full color is not available.

Black and Plex Blue on White



White and Plex Navy on Plex Blue



White and Plex Blue on Plex Navy



White and Black on Plex Blue



White and Plex Blue on Black



## Logo Colors

**Black and White logo options** 

Black and 50% Black. Use on light toned backgrounds.



Plex logo in all white on dark backgrounds.



White and Black. Use on medium toned backgrounds.



White and 50% Black. Use on dark toned backgrounds.



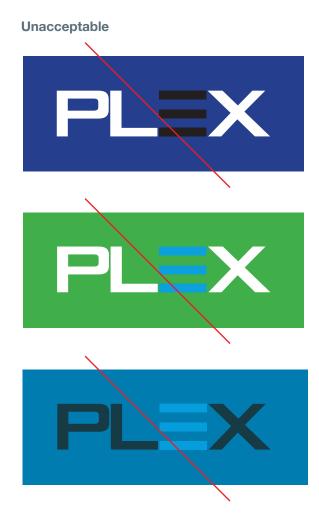
# Logo Usage

While you should make every effort to use one of the preferred background colors, the Plex logo may be placed on other colors, provided there is sufficient contrast.

## Acceptable







## Logo Modifiers

Plex logo modifiers are defined as any text that must be linked directly with the Plex logo. Such usage is subject to approval by the Plex Corporate Brand Marketing team. Only use approved electronic artwork and do not recreate or alter the Plex logo. The font for Plex logo modifiers is Bank Gothic Medium. All upper case and positioned flush right and under the Plex logo as shown below.

## **Positioning of Logo Modifiers**



x=width of logo stroke 5.5 x=Keep the defined area void of graphic elements.

Always give the Plex logo room to breathe by creating a clear space around it. No other graphics or photography should appear in this area.

Alternate Plex colors may be used to substitue the E in the Plex logo in special circumstances. Please check with the brand marketing team for advance approval. **Examples:** 



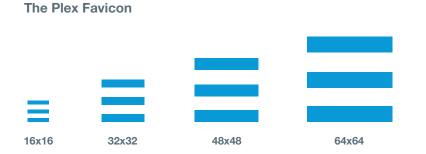




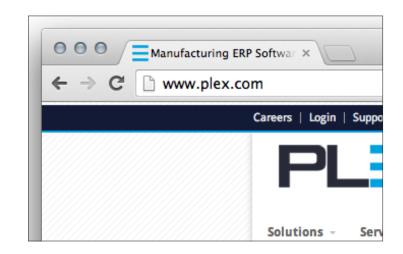


## Logo Favicon

Favicon is short for "favorite icon." It is a website, shortcut, url, or bookmark icon associated with the Plex website or a webpage, and is for Internet uses only. For example, the 16 x 16 pixel icon below appears next to www.plex.com in your browser url field. Larger favicons may be used for avatar/profile picture and other uses.



## Example



## **Plex Favicon Restrictions**

The Plex favicon is meant to be used as a stand-alone icon. It is not to be used in conjunction with text or other artwork.

#### Acceptable



#### Unacceptable

**ERP** from the Plex Manufacturing Cloud.

# Logo Application

When placing the Plex logo on apparel and other promotional items, make sure to follow our logo color and usage rules. Please use the preferred background colors established in these guidelines. If that is not possible, use colors that provide sufficient contrast. Don't forget to give the logo room to breathe by creating clear space around it, and follow the minimum logo size parameters.

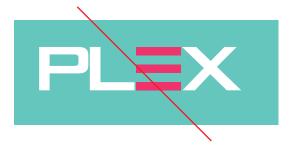


# Improper Logo Usage

Inconsistent use of the logo detracts from brand equity and recognition. These examples illustrate some common misuses and applications to be avoided.

Don't use colors other than the approved logo colors

Don't use on a busy background



Don't distort, skew, rotate, stretch, or condense the logo



Don't replace tagline with new copy





Don't apply drop shadows, special effects, or gradients



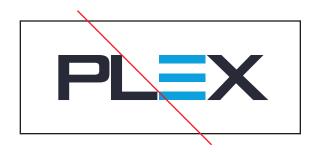
Don't alter the tagline lockup



Don't use in all one color other than white on a black background



Don't box in the logo



Don't typeset the logo



# Identifying the Correct Logo File

To determine which logo digital file to use for your application, reference the guide below. Use of the incorrect file can lead to poor color matching and quality.

#### ".ai" or ".eps" extension + "rgb" (in filename)

These are vector file formats, and should ONLY be used for web or on-screen applications, in an rgb color environment.

## ".ai" or ".eps" extension + "pms" (in filename)

These are vector file formats, and should ONLY be used for lithographic print applications, (unless only cmyk print units are available). The "pms" refers to the PANTONE color matching system. This system is preferred to cmyk for most print applications, as the resulting colors are not subjective.

## ".ai" or ".eps" extension + "cmyk" (in filename)

These are vector file formats, and should ONLY be used for print applications, using cmyk (4-color) printing (lithographic or color laser printing). They should NOT be used if pms print units are available, especially for the Plex brand logo colors or primary palette.

#### ".jpg" or ".png" (rgb) assets

These are raster (pixel-based) file formats, and should ONLY be used for web or on-screen applications, in an rgb color environment (ie: PowerPoint presentations, web pages, etc.). They are NOT to be used for any print applications.

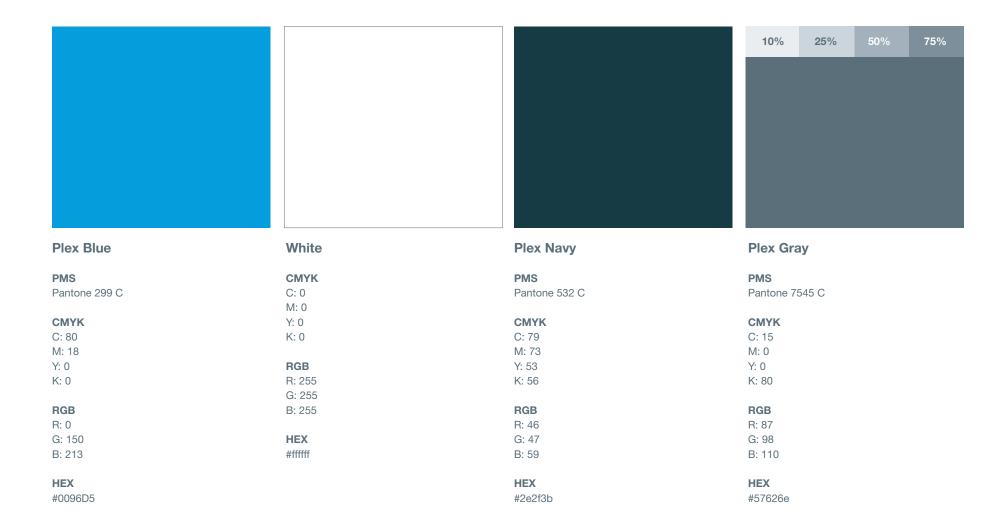
Most application uses and requests for logos will directly indicate the type of file that is required.



Brand Elements

# **Primary Palette**

An integral part of establishing brand consistency comes from using the Plex color palettes as shown. Please make every effort to maximize usage of our primary color palette. Note: you may use variants of gray scale to create the effect of additional color.



# Secondary Palette

Secondary colors should only be used sparingly within charts, graphs, and graphic elements. Note: the secondary palette should not exceed 30 percent of total color usage

Plex Light Gray	Plex Medium Gray	Plex Orange	Plex Green	Plex Light Blue	Plex Medium Blue	Plex Dark Blue
PMS	PMS	PMS	PMS	PMS	PMS	PMS
Pantone 7541 C	Pantone 7543 C	Pantone 144 C	Pantone 390 C	Pantone 3105 C	Pantone 7468 C	Pantone 534 C
СМҮК	СМҮК	СМҮК	СМҮК	СМҮК	СМҮК	СМҮК
C: 4	C: 43	C: 0	C: 35	C: 50	C: 100	C: 100
M: 0	M: 30	M: 48	M: 11	M: 0	M: 10	M: 80
Y: 0	Y: 25	Y: 100	Y: 100	Y: 13	Y: 0	Y: 32
K: 8	K: 0	K: 0	K: 0	K: 0	K: 28	K: 19
RGB	RGB	RGB	RGB	RGB	RGB	RGB
R: 227	R: 153	R: 226	R: 182	R: 147	R: 9	R: 51
G: 232	G: 164	G: 135	G: 190	G: 211	G: 113	G: 64
B: 232	B: 174	B: 15	B: 0	B: 223	B: 161	B: 105
HEX	HEX	HEX	HEX	HEX	HEX	HEX
#e3e8e8	#99A4AE	#e2870f	#b6be00	#93d3df	#0971a1	#334069

# Typography

Usage of Plex corporate fonts ensures a consistent brand identity.

#### Headline Font

Trade Gothic Extended abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ

Trade Gothic Bold Extended abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ

#### Primary Body Copy Font

Helvetica Neue Pro Roman abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ

Primary Subhead Font

Helvetica Neue Pro Bold abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ Arial is the typeface to be used for all online applications or in place of Helvetica if not available.

Arial abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ

## Arial Bold abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ

If you are an agency or vendor working on behalf of Plex, you may download our corporate fonts at Myfonts.com.

Trade Gothic Extended \$29 http://www.myfonts.com/fonts/linotype/trade-gothic/extended-63882/

Trade Gothic Bold Extended \$29 http://www.myfonts.com/fonts/linotype/trade-gothic/bold-extended-63882/

Helvetica Neue Pro Roman \$35 http://www.myfonts.com/fonts/linotype/helvetica-neue-pro/helvetica-neue-pro-roman/

Helvetica Neue Pro Bold \$35 http://www.myfonts.com/fonts/linotype/helvetica-neue-pro/helvetica-neue-pro-bold/

#### **Advertising Headline Samples**

Trade Gothic Extended and Trade Gothic Extended Bold may be used in the same headline for emphasis when using the themeline. This treatment works well in the Primary Plex Colors shown to the right.

Note: copy is always left justified without indention. Paragraph breaks are noted by an extra return. The spacing between lines may be kerned if needed for clarity or impact.

Do not center text except in rare circumstances where design is driving the communication. For example: boilerplate copy on the back cover of printed collateral. A manufacturing cloud that constantly updates, so you can constantly adapt. **It's what's next**.

A manufacturing cloud that constantly updates, so you can constantly adapt. **It's what's next**.

A manufacturing cloud that constantly updates, so you can constantly adapt. It's what's next.

A manufacturing cloud that constantly updates, so you can constantly adapt. **It's what's next.** 

## **Advertising Headline Samples**

Both Trade Gothic Extended and Trade Gothic Extended Bold may be used for headlines. Use in the Primary Plex Colors. A manufacturing cloud that constantly updates, so you can constantly adapt.

A manufacturing cloud that constantly updates, so you can constantly adapt.

A manufacturing cloud that constantly updates, so you can constantly adapt.

A manufacturing cloud that constantly updates, so you can constantly adapt.

#### Advertising Headline and Body Copy Samples

Trade Gothic Extended Bold may be used as a headline, followed by body copy in Helvetica Neue on the same line. The engine behind the manufacturing economy. Plex runs manufacturing systems for hundreds of companies in aerospace and defense, automotive, food and beverage and other industries where complex, finely-tuned production operations are the foundation for competitive advantage. Globally, manufacturing makes up 70% of all trade activity. To compete and win, companies need nimble solutions to keep up.

Manufacturers need better ERP. Legacy ERP systems are outdated, inflexible and slow. They can't keep up with the speed and volume of global manufacturing today. Manufacturers must be able to see and understand every aspect of their business in real time, and quickly adapt to compete in an ever-changing world.

Why Plex? Our customers will tell you, if you want to run a smarter business, use Plex. It takes a team obsessed with constant improvement and customer satisfaction to create a new category. Manufacturing is our sole passion, and we were first to the cloud so our expertise is unmatched. We take pride in our customers' success, providing the real-time information they need to generate profits from every inch of the plant floor. Since we work *with* our customers to continually improve the Plex system, we can all say, "we built that."

#### **Advertising Body Copy Samples**

Helvetica Neue body copy may be used in a variety of Plex primary colors.

Manufacturing is changing at record speed. To keep up, nearly 400 forward-thinking companies run their manufacturing operations with the Plex Manufacturing Cloud. Unlike on-premise systems, Plex continuously improves to address current and future challenges. It's always flexible, always current, and the best way for a manufacturer to be ready for what's to come. **PLEX.COM** 

Manufacturing is changing at record speed. To keep up, nearly 400 forward-thinking companies run their manufacturing operations with the Plex Manufacturing Cloud. Unlike on-premise systems, Plex continuously improves to address current and future challenges. It's always flexible, always current, and the best way for a manufacturer to be ready for what's to come. **PLEX.COM** 

Manufacturing is changing at record speed. To keep up, nearly 400 forward-thinking companies run their manufacturing operations with the Plex Manufacturing Cloud. Unlike on-premise systems, Plex continuously improves to address current and future challenges. It's always flexible, always current, and the best way for a manufacturer to be ready for what's to come. **PLEX.COM** 

## **Design Elements**

Use Plex graphics to give life to our brand and enhance our communication. Examples of advertising messages commonly associated with each element are listed. Do not alter, bend, twist, or distort the graphics in any way.

## Advertising Message

## **On White Background**

A manufacturing cloud that helps you see what's coming, so you can stay ahead. It's what's next.

A manufacturing cloud that constantly updates, so you can constantly adapt. It's what's next.

A manufacturing cloud born on the plant floor. It's what's next.





## **On Plex Blue Background**







## **Design Elements**

## Advertising Message

A manufacturing cloud that helps you improve every detail. It's what's next.

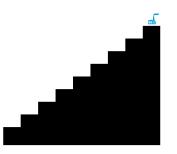
A manufacturing cloud that helps you see all—and adapt quickly. It's what's next.

A manufacturing cloud built to scale up your business. It's what's next.

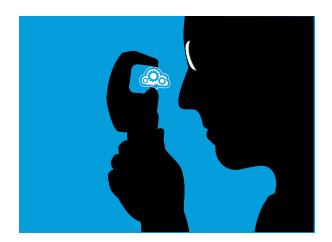
## **On White Background**







#### **On Plex Blue Background**







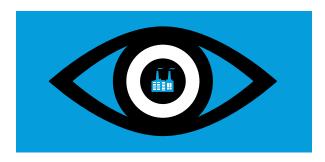
## **Design Elements**

## Advertising Message

A manufacturing cloud that sees the future. It's what's next.

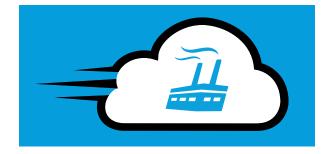
## **On White Background**





A manufacturing cloud that keeps you moving at the speed of today's global business. It's what's next.





A manufacturing cloud born on the plant floor. It's what's next.





## Vertical Icons

Plex icons depict the many industries we serve. Use them in conjunction with Plex design elements to clarify the message.

**Transportation** Aerospace & Defense Food & Beverage 

## Vertical Icons

Plex icons depict the many industries we serve. Use them in conjunction with Plex design elements to clarify the message.

**Oil and Gas** 











**Electric Components** 









**Electronic Components** 











## Vertical Icons

Plex icons depict the many industries we serve. Use them in conjunction with Plex design elements to clarify the message.

**Plastics** 

## General Manufacturing























Business Applications

## **PowerPoint Template**

The Plex PowerPoint template is meant to be used as a template document, into which you can insert customized content. The font type, size, color, and location of content, including bullets, has been established as part of the master template. The placement of images and videos as well as the color of charts, tables, and graphics has also been built into the template. Please do not alter these features while inserting your customized content,

unless extenuating circumstances arise.

For instructions on how to install the Plex PowerPoint themes please click here for PC version or to click here for the Mac version

Titles: Capitalize initial and key words

Bullet Points: No periods after bullet points

Bullet Points: Should be short phrases rather than complete sentences

PLEX

**Bullet Points:** If a sentence follows a phrase in bullet point copy, use a period after the phrase and the sentence. (But try to avoid this situation.)

#### Title Slide



#### Content with Image Slide



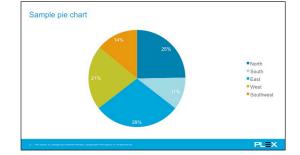


#### Content Slide

#### Title and content

- This placeholder can be used to insert various types of content: text, table, chart, SmartArt, picture, clip art or video
- Limit text to short, key points (use 16 pt or larger font sizes)
- Use sentence case (capitalize first letter of first word)
- Use **bold** or **bold blue** to highlight text
- Show or hide bullet points:
  Select this placeholder (click the border to select entire placeholder)
  On the Home tab, Paragraph group, click the Bullets icon

Graph and Chart Slide



#### Opening or Closing Slide

**Divider Slide** 



Plex documents are meant to be used as templates, into which you can insert customized content. The font type, size, color, and location of content, including bullets and pull quotes, have been established as part of the master templates. Always use black and white photos for case studies and white papers. The placement of images and other graphics has also been built into the template. Please do not alter these features while inserting your customized content, unless extenuating circumstances arise.

## Typography Usage

Headline:

# 18 PT Trade Gothic LT Extended Leading 25 PT

Headline Punctuation:

Use initial cap. Do not cap prepositions.

Example: Best Practices in Food Traceability.

#### Subhead:

## 15 PT Helvetica Neue LT Pro 55 Roman Leading 18 PT

#### Subead Punctuation:

Same rule applies.

Body Copy:

11 PT Helvetica Neue LT Pro 55 Roman Leading 14.5 PT

#### Bulleted List:

- 11 PT Helvetica Neue LT Pro 55 Roman
- Leading 14.5 PT
- Space after .045 in
- Left indent .125 in
- First line indent -.125 in

#### Boilerplate:

Title: 11 PT Helvetica Neue LT Pro 55 Roman Copy: 9 PT Helvetica Neue LT Pro 55 Roman Leading 13.5 PT

#### Text Colors:

Plex Dark Grey (most commonly used) CMYK: 15/0/0/80

White (when on a background that provides appropriate contrast)

Plex Cyan (for callouts and bullets) CMYK: 80/18/0/0

#### Customer Success Story



#### At a Glance:

- Inteva replaced legacy and ad hoc systems once used to manage a global enterprise of 2,500 suppliers, and is no longer dependent on stand-alone spreadsheets and documents.
- A comprehensive Web-based Supplier Quality Management portal automates the supplier scorecard process, streamlines part and process non-conformances tracking, and improves real-time communications throughout the enterprise.
- The company clearly sees and acts upon what's happening in its supply chain — in real time — to maximize supply chain management success.
- Plex replaced and consolidated various ERP systems including SAP and Covisint.

#### PLEX.COM | 855.534.8012

Customer Success Story



# <text><text><text><text><text><text><text><text><text><text><text><text>

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current orders and shopping statula, and can status Advanced Dispering Motifications. This will be discriticativity are contained to larger respective via propriately gifts gratures. Based on Motions will be and the processments in a stativity of governion based on Motions will be the TBL Soft Genetic Set for hearts 456 containers Based in Motions will be the TBL Soft Genetic Set for hearts 456 containers by the day to a plater auto-ontainers the mark 456 containers by the day to a plater auto-ontainers. The subcontractor has the opportunity to employ primer ad containers of non-the new system status on training from the subscript memory and one of non-the new system status on training added days in the subget memory memory concess.

#### Overall Advantages of a Single Solution

I hall, intervanov better manages its supply chain by measuring and tracking performance in real time with a single system. The company plane on adding additional functionality and enhancements – such as workflow for automate escalation – for an even more efficient supply chain.

Constacts Stewart, "One of the biggest banefits is the biblity to directly communication information with one steps have. In the part we related on different solutions outside of our EPP system or came up with homograms solutions. Now, since our supplems have access to the SGM system through an informed browker, we can more easily and effectively share data with our supplers using a single solution".

#### PLEX.COM | 855.534.8012

mer Success Story

ABOUT HWE is the Meruleturing Cleark, delivering Industry-leading EFP and manufacturing automation to more than 400 comparise acoust process and disclosed includances. Page planeared Cloud autofers for the stop foco, correscing augeBines, matchines, people, yingerma ed automass with hexplaints and an easily to configure, deliver contract involved and matchines of the stop foco, and the stop of the that busines accelerations, reading them to built in new-sid-angle strated.

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#### White Paper



#### At a Glance:

- This paper describes the evolution of IT strategies and the advantages of using an ERP system focused on linking shop floor and top floor operations.
- ERP systems shed light on manufacturing processes, enabling improved decision-making.
- A case study highlights how ERP from the Plex Manufacturing Cloud dramatically decreases training expenses, freight costs, and scrap, while enabling business growth without additional resources.

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**PLEX** 

#### Data Sheet



The Plex Manufacturing Cloud: ERP for Aerospace and Defense Manufacturers

Plex Cloud ERP offers comprehensive coverage that allows aerospace and defense manufacturers to meet challenging regulations in a paperless environment.

Plex Cloud ERP enables users to easily meet tough regulations, customer demands and quality standards while saving costs and speeding time to market.

#### Quality Management System (QMS)

Plex Cloud ERP provides features that increase process repeatability, reduce variation, increase production throughput and reduce defects. The system includes FMEAs, control plans, SPCs, checklists, inspection data collections and more to manage customer quality. Traceability is a key workflow for many aerospace and defense manufacturers, and the Plex Manufacturing Cloud is specifically designed to streamline and simplify this process area.

#### Supply Chain Management (SCM)

Quality-based tools are integrated with problem controls, purchasing, shipping and receiving to ensure quality across the supply chain. Plex Cloud ERP includes EDI so users seamlessly transmit and receive electronic documents for efficient and timely communication. Problem controls record, track, check and resolve problem statuses.

#### PLEX.COM | 248.391.8001







Program Management

PLEX.COM | 248.391.8001

What used to take days is now a two-mouse-click event - Dan Mullins, EaglePicher Technologies

PLEX

It's what's next.



# Text Specifications for External Communication

It is important that every piece of written work sent outside the company maintains a consistent look. Please use the electronic letterhead template document, and do not make adjustments to the margins, header, and footer. Make every effort to adhere to the font size, color, and spacing recommendations.

#### **First Page**

## Subhead: 15 pt Helvetica Neue LT Pro 55 Roman

#### Copy:

11 pt Helvetica Neue LT Pro 55 Roman, color RGB: 96/112/121, line height 1.15. One line return between paragraphs and an extra line return between subhead sections.

Margins (First Page Only):

Left: .75 in Right: 2 in Top: 2.8 in Bottom: 2.5 in

Arial may be substituted if Helvetica is not available.



#### Subhead

Copy. Fusce molestie massa in ligula tincidunt, in facilisis nisl mollis. Suspendisse posuere, velit vitae venenatis posuere, odio mi tempor nulla, et dictum dolor tellus eget dui. Suspendisse et aliquam dui. Aliquam erat volutpat. Maecenas lacus nunc, faucibus sit amet magna id, lacinia congue urna. Morbi bibendum, ligula adipiscing vestibulum fringilla, leo nulla varius leo, eu volutpat elit tortor eu neque. Nunc tincidunt suscipit nunc, sit amet sollicitudin purus dapibus et.

Integer suscipit mauris sit amet ante bibendum, quis luctus risus vulputate. Nam sollicitudin purus nisi, tincidunt sagittis mauris tempus vel. Praesent sit amet dapibus risus, ac hendrerit felis. Quisque nec tortor eget nisi eleifend bibendum non nec nibh. Suspendisse nec eros hendrerit, portitor erat vel, bibendum nisl.

Vestibulum ante ipsum primis in faucibus orci luctus et ultrices. Suspendisse et aliquam dui. Aliquam erat volutpat. Maecenas lacus nunc, faucibus sit amet magna id, lacinia congue urna. Morbi bibendum, ligula adipiscing vestibulum fringilla, leo nulla varius leo, eu volutpat elit tortor eu neque. Nunc tincidunt suscipit nunc, sit amet sollicitudin purus dapibus et.

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## Text Specifications for External Communication

## **Interior Pages**

Margins (Interior Pages):

Left: .75 in Right: 2 in Top: 1.8 in Bottom: 2.5 in

## Subhead:

## 15pt Helvetica Neue LT Pro 55 Roman

Copy:

11pt Helvetica Neue LT Pro 55 Roman, Line height: 1.15

Bulleted List:

This is how to format a bulleted list:

- 11pt Helvetica Neue LT Pro 55 Roman
- Bullet color, RGB: 0/150/213
- Line height 1.5
- 1 line return before and after a bulleted list

Arial may be substituted if Helvetica is not available.

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## Text Specifications for External Communication

Formatting Quotes or Call-Outs:

13 pt Helvetica Neue LT Pro 55 Roman. Color RGB: 0/150/213. Paragraph border 5pt spacing above, and another paragraph border 5pt spacing below. Leave 1 line return before and after call-out.

#### Image Use:

There are 2 ways to format images in this document. Smaller images may be positioned. After pasting your image, set the wrap text option to "square." Set the image to wrap text to the left only with .2 inches of distance from the text on all sides. Align your image with the surrounding text as closely as you can. Set the absolute position to -2 inches to the right of the right margin. An image should never extend beyond the top, bottom, or left margins.

If you're including a larger image or screenshot, do not wrap it with any text. Instead, paste it in its own line. Be sure to keep it within the page margins. (Hint: just align the right edge with the text.)

Arial may be substituted if Helvetica is not available.



#### Quotes or Call-Outs

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#### Image Use

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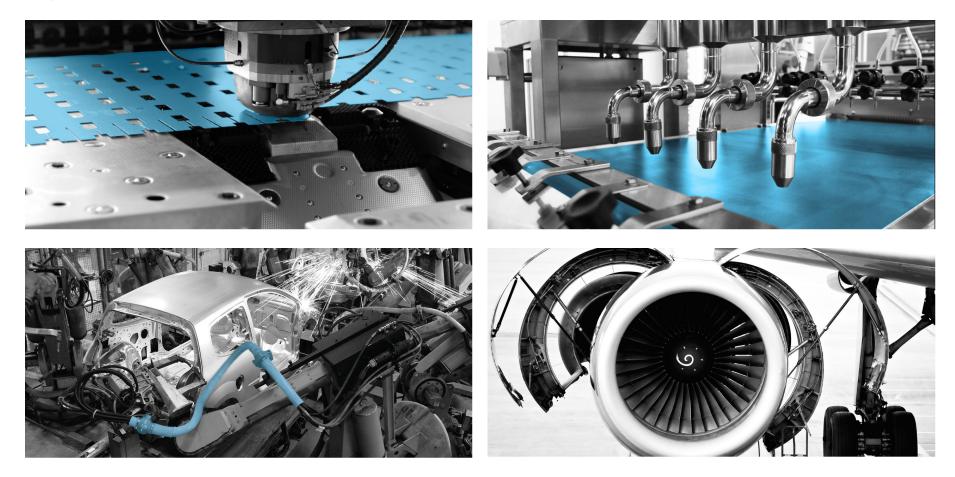
PLEX.COM | 600 TOMER DR. | SUITE 1400 | TRXY, MI 46066 | 244.381.8001

## Image Formatting

Images used in templates and external communications should be:

- Black and white
- High contrast
- Blue spot color CMYK: 80/18/0/0 (optional)

## Image Samples





Partners

## Co-Branding, Using our Logo with Partner Logos

Horizontal logos for partners are preferred over stacked versions, since the proportions are similar to to our logo.

#### ACCEPTABLE

The partner logo should not be bigger or visually overpower Plex's logo, examples:

## ACCEPTABLE







## **UNACCEPTABLE**



ZEBRA







Brand Information

# The Plex voice and tone is defined by the words we use to communicate our brand. When we communicate to the marketplace, our language is

straightforward, informative, and easy to understand. And we know that the best way to tell our story is through stories of our customers' success.

In writing, Plex uses the active voice because the energy and immediacy carries the reader forward. We stand out as the leader in cloud ERP for manufacturers not just because we were first, but because we do it better than anyone else. We have happy customers who renew their service agreements year after year because we deliver on the promises we make. The active voice proclaims that we act. We are capable, responsive people who know how to get things done.

Our tone is confident and direct. We talk about our achievements with pride and enthusiasm. We acknowledge the many people who contribute to our success: forward-thinking manufacturing customers, valued partners, industry researchers, analysts, and influencers in cloud manufacturing technology. The Plex voice is engaging, clear, and respectful. We believe that business is built on partnerships. When our customers and partners succeed, we succeed.

## Terms and Phrases

## Terms and Phrases to use when describing Plex

Cloud ERP Manufacturing Cloud Shop floor to top floor Built for the plant floor Built for the plant floor up instead of from the accounting department down A platform for continuous innovation Scalable, adaptable, responsive and affordable A platform for real-time collaboration with customers, suppliers and their suppliers too Benefits of customer-driven enhancements are available to all users **Instead of configuration say:** Development performed for a customer during implementation becomes part of the core

## **Product Naming Conventions**

Product names will include the word Plex. Product names will include a direct or indirect reference to what the product does.

## Terms and Phrases to use when describing Competitors

Legacy systems Obsolete Outdated ERP On-premises systems Extensive configuration needed Unable to accommodate change Upfront capital expenditure Expensive software licenses Disruptive and infrequent software updates

software and is supported for the long term.

## Product References Plex The Plex Manufacturing Cloud ERP from the Plex Manufacturing Cloud PowerPlex SmartPlex Plex UX Plex Connect Plex Insight Plex Machine Performance

## **Company Names**

Plex Systems, Inc. Plex Systems Plex

## General Usage plex.com web website Internet 90 percent, not 90% a.m. p.m. on site online on demand 248.828.0573

## **Plex Possessive Usage:**

Plex's – singular possessive – Ex: Plex's customers are discrete and process manufacturers.

## **Plex Boilerplate**

## General

Plex is the Manufacturing Cloud, delivering industry-leading ERP and manufacturing automation to more than 400 companies across process and discrete industries. Plex pioneered Cloud solutions for the shop floor, connecting suppliers, machines, people, systems and customers with capabilities that are easy to configure, deliver continuous innovation and reduce IT costs. With insight that starts on the production line, Plex helps companies see and understand every aspect of their business ecosystems, enabling them to lead in an ever-changing market.

## **Alternate Wording**

If your content requires a long shelf life, you may omit the "more than 400" phrase and replace it with "hundreds of."

#### **Process**

The Plex Manufacturing Cloud is the first and only cloud ERP built to meet the tough requirements of today's process manufacturers. Innovative food and beverage processors rely on Plex to operate their manufacturing businesses and generate profit from every inch of the plant floor. From craft beers to snack foods, bakeries to spice blending, the Plex Manufacturing Cloud gives food and beverage manufacturers a competitive advantage with scalable, adaptable, responsive, and affordable cloud ERP from Plex.

## Writing for Plex

## **Acceptable Usage**

Any of the following Plex name conventions may be used. the Plex Manufacturing Cloud – lowercase "t" unless used at the beginning of a sentence The Plex Manufacturing Cloud – uppercase "T" when used at the beginning of a sentence Plex Manufacturing Cloud ERP from the Plex Manufacturing Cloud Plex PLEX in all caps usage is limited to logo usage.

PMC, acronym for Plex Manufacturing Cloud, may be used for internal purposes only. It is not appropriate for outward-facing communication.

## **Customer Success Headline Naming Conventions**

Always mention Plex in the headline. Always mention the areas of improvement.

## **Customer Success Correct**

Example 1: Plex Manufacturing Cloud Helps PGS Expand While Minimizing Costs

Example 2: ERP from Plex Helps Food Manufacturing Pioneer Meet Rigorous Mandates

## **Customer Success Incorrect**

Example 1: Fluid Routing Solutions Trims IT Costs, Improves Quality and Supply Chain Management Example 2: Manufacturer Achieves 20 Percent Annual Growth, Improves Inventory Accuracy

## **Datasheet Headline Naming Conventions**

Always mention Plex in the headline. Always mention the industry unless the material applies across verticals.

## **Datasheet Correct**

Example 1: The Plex Manufacturing Cloud: ERP for Aerospace and Defense Manufacturers

Example 2: SmartPlex Puts the Plex Manufacturing Cloud on Your Mobile Device

## **Datasheet Incorrect**

Example 1: ERP for Aerospace and Defense Manufacturers Example 2: SmartPlex Puts the cloud on Your Mobile Device

## White Paper Headline Naming Conventions

Do not mention Plex in the headline.

Always mention the industry unless the material applies across verticals. Always mention the areas of improvement.

## White Paper Correct

Example 1: The Power of Inventory Control: Serialized inventory Tracking Example 2: The Power of Cloud ERP on the Food Processing Plant Floor

## White Paper Incorrect

Example 1: Eight "Must-Have" Plex ERP Features for Food and Beverage Manufacturers

Example 2: Ten Ways Plex Cloud Computing Is Revolutionizing Aerospace and Defense

## Seven Quick Writing Tips

## **1**. Write short sentences.

More words do not add up to deeper understanding.

## **2**. Beware the adverb.

If your verb is so weak that it needs a cast of supporting adverbs (productively, effectively, dramatically), replace it with stronger verb.

## **3**. Approach acronyms with caution.

Acronyms abound in manufacturing. On first usage, spell the phrase in its entirety Advanced Product Quality Planning followed by the acronym in parentheses (APQP). After that, use the acronym, APQP, without parentheses.

## **4**. Don't drown your noun.

Excessive use of hyphenated adjectives will overpower your subject. Strive to limit use of hyphenated adjectives like these to one per statement. (State-of-the-art, best-of-breed, world-class, high-tech, etc.).

## 5. Know your audience.

Write what people are interested in reading. Demonstrate your commitment to an industry or an account by creating content that is relevant to their immediate concerns.

## 6. Simpler is better and harder to do.

But we're Plex. We don't shy away from doing hard things the right way.

## 7. Five bullets about bullets:

- · Start bulleted phrases with a verb
- · Do not use a period after a bullet point
- Treat bullet points as phrases, not as complete sentences
- Use first word initial cap and the rest lower case. (Does not apply to titles or headlines)
- Use a serial comma (Oxford comma) structure when listing three or more items

## **Brand Personality**

People prefer doing business with people they like. Personality matters. Just as a person is defined by a set of human characteristics, the Plex brand personality is defined by the voice and tone with which we communicate our traits. Brands may come and go, but a brand personality is authentic, unique, and powerful because of the emotions people associate with it. Keep these things in mind when writing or speaking about the Plex brand. We are:

#### Visionary: We were in the cloud before there was a cloud.

We had a vision of the future and we staked our business on it. But we couldn't have done it without forward-thinking manufacturers who embraced the cloud as a platform for business transformation, innovation, and global collaboration. We were the first manufacturing cloud. More importantly, we were the first manufacturing cloud with customers who believed, and still believe, in us.

Passionate: We believe that manufacturing matters. Our passion for manufacturing and our respect for the people who make things compelled us to pioneer a cloud solution that is helping manufacturing once again drive the engine of economic opportunity.

Dedicated: We are relentless in the pursuit of customer satisfaction. Plex has a close and continuing relationship with its customers because our subscription renewal model means that we have to earn our customers' business year after year. Our dedication is driven by the understanding that when our customers succeed, we succeed.

Smart: Of course we're smart. We have to be. Because our customers are smart. They come to us seeking affordable, scalable technology that will help their manufacturing businesses be more profitable. We don't talk down to our customers and we don't overwhelm them with technical terms. We simply make sure that they feel smart for choosing Plex.

Trustworthy: Values matter. Our technology runs critical operations for our manufacturing customers. We honor the trust they have placed in us by being steadfast, honest, and reliable.

## Brand Standards Agreement

I have received and read the Plex brand standards and agree to adhere to the corporate guidelines. Please return acknowledged copy to Jan Welborn-Nichols at jwnichols@plex.com.

Company/Consultant Name		
Your Name		
Email		
Phone		
Date		

Signature

# 

## THE MANUFACTURING CLOUD

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