

BRANDING YOUR DOCUMENTS

Promote your corporate brand by adding your logo, corporate colours and contact details to your prepared documents. Best of all, it's easy to setup and free to use.

Adding your branding

Adding your brand to the documents you order from Topdocs takes 3 easy steps. To get started, log in to the Topdocs Document Portal at the **Topdocs website** by typing in your username and password and clicking **LOGIN**.



If you haven't used the Topdocs Document Portal before, you can register for free at the website by clicking the **JOIN** button and following the prompts.

- Once you have signed in, select **My Profile** from the main menu bar then select **My Document Branding**.

There are three areas on your documents you can apply your branding. These include:

- the header** - where your logo will display,
- the side bar** - where your corporate colour will display,
- the footer** - where your contact details will display.

- To upload your logo, click on **Browse** to locate the required file, then click **Open** to save the file.
- Next, to choose the colour to display on the side of your prepared documents, click on the coloured box. There are several options to select or define the required colour. Once you have selected the colour required, click **OK**.
- Next, to create your footer, type in the contact details you would like displayed such as your street or postal address, website and phone number in the text box provided.
- Finally, click **Submit** to forward your request to us.

Once your request is received, we will design your template and send it to you for approval. This generally takes 24-48 hours.

More information

Should you have any queries or require more information about branding your documents, please contact the team at Topdocs on 1300 659 242.

