

# OVC agency set-up (01/02/2006)



Set-up to be reviewed every 3 years---next date (01/02/08)

Should this manual change prior to 01/02/08, you will not have to change your set-up as long as you adhered prior to the change.

## Important

Before doing alterations or initial office set-up read this manual carefully. Should you deviate from this manual without consent, OVC Head office will force you to comply at your own cost.

## Golden Rule

Do nothing unless you have consent from Robbie Bense in writing.

## Set-Up

This set-up describes a 20 to 35 square metre square / rectangular shaped room with glass frontage. However the concept can run through any alternative shape premises. Should the premises consist of more than one room then this concept must be implemented per room as stipulated.

Prior to any office set-up or artwork being implemented, OVC head office must agree in writing. The Franchisee must send OVC head office a copy of the artwork for inspection prior to implementation.

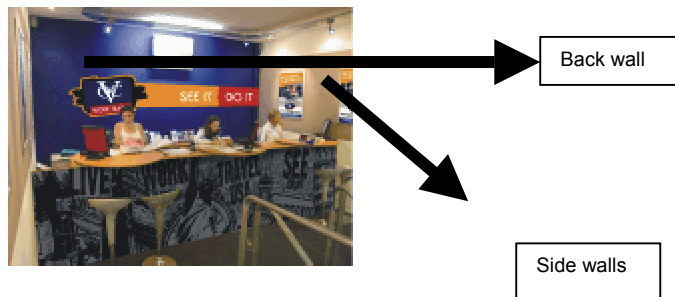
For alternative artwork the Franchisee must send a request in the form of a superimposed or hand drawn picture to OVC Head office for consideration.

All office set up is to be approved by Robbie Bense

## Painting (5 Litres Ultramarine----5 Litres Morro----5 Litres White) per 35 sq m room

### Back Wall

This is the wall behind the consultants, and is the first wall you would see when looking into the office.  
Colour--- Ultramarine (description = dark blue)---(paint type = Plascon Cashmere ultra matt)----- (3 coats).



### Side Walls

These are the side walls to ones left and right should you be facing the back wall.  
Colour---white (description = white)---(paint type = Plascon Cashmere ultra matt)---(3 coats entire wall)  
Colour--- Morro (description = light brown)---(paint type = Plascon Cashmere ultra matt)---(3 coats creating stripe parallel to the floor and ceiling. The height of the bottom edge of the stripe from the floor is 110cm or at the same height as the consultants counter. The width of the stripe is 140 cm.... The length of the stripe is Glass frontage to back wall.

### Ceiling

Colour---white (description = white)---(paint type = Plascon Cashmere ultra matt)---(3 coats entire ceiling).

### Painting Instructions

Corners----a perfect line where Blue meets Brown and white. (Use signage tape).  
Stripes----A perfectly straight line where brown meets white, parallel to the floor (Use signage tape).

## Poster Frames

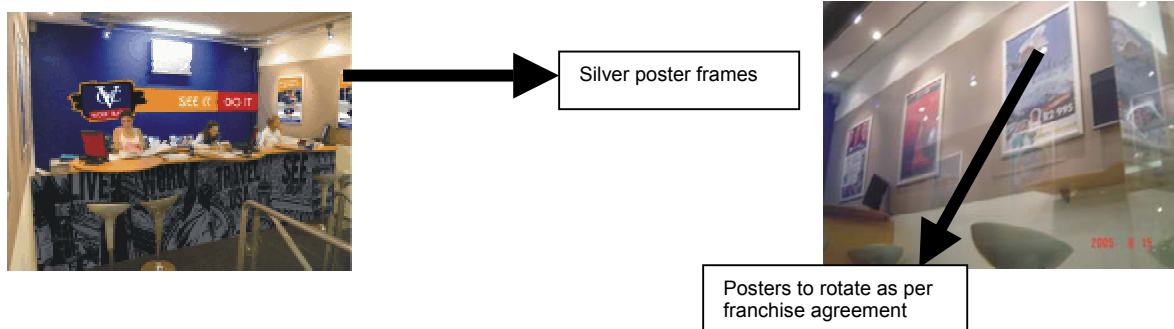
x6 Kwik Klik Poster frames----38mm Slimline Frames----A1 size----silver.

Supplier Maizys plastics---branches countrywide. (Code 772838)---Tel---012 3271994

Position---3 frames, equally positioned along the length of each side wall. (Screwed on firmly – parallel to the floor and bottom of the brown stripe). Posters are to be positioned equidistant from the top of the stripe as to the bottom of the stripe.

### VERY IMPORTANT

Nothing else goes on the wall except for the above poster frames with approved posters.

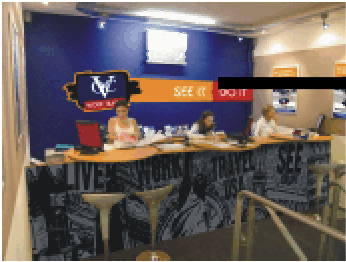


## Back Wall Logo

As per OVC office design CD. Must be vinyl layers on sheet of Perspex. Height = 2m from floor.

Vinyl on the wall is not permissible ----Vinyl print is not permissible.

A jpg or gif superimposed picture of the sign in place must be sent to [Robbie@ovc.co.za](mailto:Robbie@ovc.co.za) for consent.



Back wall logo

## Glass Frontage----frosting Logo

This is situated on the base of the shop window frontage. Vinyl print as per OVC office design CD.

A jpg or gif superimposed picture of the sign in place must be sent to [Robbie@ovc.co.za](mailto:Robbie@ovc.co.za) for consent.



Frosted Glass frontage Logo

## Signage Light box

The size of the sign depends on the shopping center restrictions. It is recommended to request the largest size permissible.

As per OVC office design CD. Must be vinyl layers on Perspex sheet, inserted on a well illuminated Ultramarine color light box.

A jpg or gif superimposed picture of the sign in place must be sent to [Robbie@ovc.co.za](mailto:Robbie@ovc.co.za) for consent.



Light box signage



## Counter Signage

The size of the sign depends on the size of the counter. As per OVC office design CD. Must be vinyl print attached onto the front of the counter.  
A jpg or gif superimposed picture of the sign in place must be sent to [Robbie@ovc.co.za](mailto:Robbie@ovc.co.za) for consent.  
Counter to be 2 meters from back wall, measured from the back wall to the back wall side of the counter.



Counter Signage

## Flooring

Carpet—charcoal (Please check with Robbie Bense for approved carpets and suppliers)  
or  
Tile---charcoal  
A jpg or gif photo of the product must be sent to [Robbie@ovc.co.za](mailto:Robbie@ovc.co.za) for consent.

## Lighting

Blue tipped spotlights 1m from wall in line with posters. The aim is to shine the lighting on the posters.  
A jpg or gif photo of the product must be sent to [Robbie@ovc.co.za](mailto:Robbie@ovc.co.za) for consent.  
Or  
Down lighting spots 1m from the wall in line with posters. The aim is to shine the lighting on the posters.  
A jpg or gif photo of the product must be sent to [Robbie@ovc.co.za](mailto:Robbie@ovc.co.za) for consent.

## Counter

Hand over a copy of the OVC counter plans to the approved contractor. Make sure the correct wood is used. The contractor can manipulate the plans to suite the Length of the counter.  
Any adjustments to the counter must be sent to [Robbie@ovc.co.za](mailto:Robbie@ovc.co.za) for consent.  
Or

## Desks

The above counter option is mandatory unless OVC head office gives approval in writing for Desks. Any desks used must be approved by OVC head office. Any desks considered must be of high quality modern designer style. All requests must be approved---send brochure / picture of the Desk to [Robbie@ovc.co.za](mailto:Robbie@ovc.co.za) for consent.



Counter

## Client swivel Chairs

Silver bar stools. (Silver with shock seat recommended)  
Any Alternative requests must be approved---send brochure / picture of the CHAIRS must be sent to [Robbie@ovc.co.za](mailto:Robbie@ovc.co.za) for consent

## Consultants chairs

Walton's office furniture suppliers. Product no. 540214CB  
Any Alternative requests must be approved---send brochure / picture of the CHAIRS must be sent to [Robbie@ovc.co.za](mailto:Robbie@ovc.co.za) for consent.



## Computer screens

Samsung 15 or 17 inch flat screen (black)

Any Alternatives requests must be approved---send brochure / picture of the Couch---- must be sent to [Robbie@ovc.co.za](mailto:Robbie@ovc.co.za) for consent. Consent must be approved in writing

## Couch

X1 super red ottoman----(Leisure Lounge)

Any Alternatives requests must be approved---send brochure / picture of the Couch---- must be sent to [Robbie@ovc.co.za](mailto:Robbie@ovc.co.za) for consent. Consent must be approved in writing

## Computer and Electrical Wiring

- The only wires visible will be those running from the computer screen into the into the desk (visibility max 15 cm)
- A hole must be cut into the desk to accommodate these wires----No wires running down the back / side of the desk.
- Keyboard and mouse wiring to be hidden to the best of your ability. (Best to get wireless setup)
- Any electrical extensions must run through white plastic conduit channeling fixed securely to the wall.
- The computer CPU (Computer Box) must be completely hidden and not in anyway visible.
- Computer speakers must be hidden from the public eye.
- Photocopy wiring----must run through white plastic conduit channeling fixed securely to the wall.
- Printer Wiring--- must run through white plastic conduit channeling fixed securely to the wall. or must run through hole in desk. ----No wires running down the back / side of the desk.

## Hi Fi

This must be completely hidden, If the speakers are mounted on the wall it must be done so that **NO** wiring is visible. Hi Fi speakers visible must be modern and silver in color.

## SUPPLIERS

<u>SUPPLIER:</u>	<u>TEL:</u>	<u>FAX:</u>	<u>PRODUCT:</u>
Sign Odyssey	031 579 2020	031 579 2021	Perspex and Vinyl Light-box
Maizey	031 579 3765	031 579 3793	A1 Slimline Frame 38mm Product code: TFKKA1SLS
M.A.C Enterprises	083 456 0176		Beech Wood Counter & Fittings
Mita Byte	031 263 1088	031 263 0964	15" LCD Monitor Samsung Black 3Y
LEISURE LOUNGE	031 208 4418	031 207 2869	Kidney ottoman – Mustang Lipstick
Servistar	031 263 0372		<b>Paint:</b> PLASCON CASHMERE ULTRA MATT Card A32 –7 <b>UltraMarine</b> Base Transp. 5L  PLASCON CASHMERE ULTRA MATT Card E9-5 <b>Morro</b> Base Deep 5L
Waltons	031 268 7500		Consultants-chairs Econo Draughtman Chair Manuel Product code: 540214CB
Game			Barstools Newton Grav 6009622476846
MASTER FLOORING	031 263 0431	031 263 0785	Carpet: VAN DYCK FLORPOINT/GRAVELTEX Colour: <b>ONYX</b>