metasource

Brand Guidelines

Version 6, October 2024

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The MetaSource Brand

The Value of Our Brand

The MetaSource brand is one of our most important corporate assets. It is our value proposition that differentiates us from the competition. It sets expectations about who we are, what we do, and how we add value to our clients. As the "face" of MetaSource, our brand is a relationship-building force that assures clients they can rely on us to be a committed partner.

Our Brand Promise

MetaSource helps clients focus on the core of their business while we help move their operations forward. We do this by providing solutions to help our clients manage risk, improve quality, and increase efficiencies while providing unmatched service.

MetaSource combines proven experience, operational excellence, and a customer-centric approach to seamlessly integrate into businesses that demand superior service and value long-term relationships.

Our Brand Standards

Our brand reflects MetaSource attributes that are important to our customers and business partners. We are a forward-thinking company with high integrity, straightforward communication, efficient processes, and a team of engaged, professional people.

Building and maintaining a powerful, respected brand rests with all of us. Our brand standards exist to help MetaSource employees confidently and consistently represent our brand and our values in everything they do. This manual is your guide to telling the MetaSource story in a way that is clear, consistent, and true to our company mission.

Brand Platform

Section 1

Anatomy of the MetaSource Logo

The MetaSource brand identity is comprised of our name, logo, and the relationship between these elements. They work together to communicate important aspects of our organization and reinforce the most basic tenets of who we are. Their relationship is simple, straightforward, and — most importantly — authentic.

The MetaSource logo is a visual representation of what it means to be committed to excellence. Our green logo represents growth and stability, and the tone is both familiar and engaging. The Eurostile typeface is contemporary, open, and easy to read. Together, these elements communicate that we are engaged with our markets and aligned with the unique interests of our clients.

Permissions:

Contact Marketing to obtain logo artwork and permissions. MetaSource logo use must be approved by Marketing before utilization.

The MetaSource logo is a key component of our brand identity and should never be altered. Use of the full MetaSource logo is preferred when producing materials and communicating both internally and externally. If the use of our full logo is not possible, use the green 'Bug' in its place.

A

The Bug
- The Bug is a foundational element of the MetaSource logo
- It is important for the Bug to be green whenever possible
- Proportions cannot be altered

B

MetaSource Type
- 'Meta' should be green, 'Source' should be gray
- Must remain left of the Bug
- Lettering must never be recreated or repositioned

Logo Placement

When you're developing collateral, presentations, or even promotional items, uniform placement of the MetaSource logo helps make our brand recognizable. Within a series of materials, it is especially important that the logos are placed consistently. While there is some flexibility in placement, there are 3 recommendations that will help us achieve consistency. Please follow these guidelines:

1 Place one or both edges of the logo in alignment with another element on the page.

2 Never size the logo less than 2 inches in width from the left to right edges.

3 Allow for clear space around the logo (see guidelines below).

Minimum Clear Space:
Observe a minimum area of noninterference. Use the Bug as a guide, as pictured to the right. Additional white space beyond what is shown in the example is preferred.

Joint ventures and partnerships with corporate entities outside MetaSource may sometimes call for co-branding – that is, to be represented by more than one corporate identity or logo. Marketing materials for these joint products or services must display the appropriate MetaSource logo in conjunction with one or more other logos. It is essential that they be juxtaposed in a consistent and attractive way.

Co-branding Guidelines:

The specific relationship will depend upon the design for the second logo. Obtain the second logo directly from its owner. All general rules of logo usage for the MetaSource logo apply, and you must observe graphic standards for the second logo if they exist. Co-branded logos should appear connected or related. Avoid merely placing the logos randomly; look for visual references within the two logos such as baselines or x-heights, rules or edges. Two "Bugs" is the minimum distance between a MetaSource logo and a second logo. Many factors will determine which logo, if either, should be prominent in size. In most cases, the logos should appear equal in size.

What Not To Do

The integrity of the MetaSource brand is represented by the MetaSource logo family. The logos should never be altered in any way. Always use official logo artwork available from the Marketing Department. Questions regarding use of the MetaSource logos or brand guidelines not addressed here should be directed to Marketing.

DO NOT *modify the size proportion of the "Bug."*

DO NOT *place the logo on a distracting background.*

DO NOT *alter the relationship of the logo.*

DO NOT *stretch or distort the logo.*

DO NOT *change the color of the logo. The letters must either be green and gray or all white.*

DO NOT *rotate the logo.*

DO NOT *add additional graphic or type elements to the logo.*

Family of Logos

metasource.

Mortgage metasource.

QLink™ metasource.

QReview™ metasource.

Eclipse™ metasource.

mintrak² metasource.

MetaWorx²™ metasource.

MetaStor® metasource.

MetaMobil™ metasource.

Symmetri metasource.

SourceAP™ metasource.

SourceBI™ metasource.

SourceHR™ metasource.

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Distinct typography gives communications materials, whether print or online, a visual tone that is uniquely ours. Consistent usage of typography enables our audience to immediately recognize who we are and understand what we're saying.

Because typefaces support identification of the MetaSource brand, it's essential that we do not substitute or add additional fonts to brand materials. Please contact Marketing for approval prior to use.

Eurostile is a confident and friendly font that is engaging and easy to read. Eurostile has an extensive range of font styles. When selecting styles, choose versions that create contrast and help enhance hierarchy of information and readability. The Eurostile family is perfect for creating contrast with titles and headlines as well as conserving space in sidebars, captions, and chart notations.

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
Eurostile Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
Eurostile Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
Eurostile Bold

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__Calibri__ is a cross-platform, universally available, system-wide font. For general everyday business communications, Calibri is the chosen brand utility font. It should be used throughout the organization as the standard font for MetaSource materials. The bold and italic styles should be used for emphasis only.

__Type size:__
Branded documents' type size for paragraphs is 11pts. This applies to all Word documents and PDFs.

__Leading:__
Branded documents' leading (or line spacing) for paragraphs should be set to 120% of type size (13.2pt for 11pt type).

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

Calibri Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

Calibri Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

Calibri Bold

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Century Gothic *is a spacious, modern font that embodies the digital age with a sleek san serif style. Supported by all major browsers, it is considered a "safe" font that translates across multiple platforms. For general display work in print and online, Century Gothic is the chosen brand utility and design font.*

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
Century Gothic Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
Century Gothic Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
Century Gothic Bold

__Arial__ is a cross-platform, universally available, system-wide font. It should be used throughout the organization as the standard font for MetaSource materials when the Calibri font family and the Century Gothic font family are not available. The bold and italic styles should be used for emphasis only.

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

Arial Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

Arial Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

Arial Bold

MetaSource Color Palette

The MetaSource color palette has an important role to play in maintaining the brand's integrity. Adhere to the use of colors as specified below and as shown in the brand applications section of these guidelines.

Tints and Shades:

Tints and shades of the MetaSource color palette can be used for both artistic and practical reasons. Please contact Marketing for guidance.

Main Green
CMYK: 58, 22, 100, 4
RGB: 121, 153, 0
HEX: #799900
PANTONE 377 C

Navy
CMYK: 96, 74, 49, 48
RGB: 10, 48, 68
HEX: #0F2F43
PANTONE 7463 C

Light Green
CMYK: 29, 1, 100, 0
RGB: 196, 214, 0
HEX: #C3D500
PANTONE 382 C

Dark Teal
CMYK: 84, 40, 47, 13
RGB: 39, 115, 121
HEX: #287278
PANTONE 19 4922

Orange
CMYK: 0, 79, 94, 0
RGB: 241, 93, 42
HEX: #F15B28
PANTONE 7579 C

Light Teal
CMYK: 69, 2, 36, 0
RGB: 58, 185, 178
HEX: #3CBAB2
PANTONE 15 5519

Gray
CMYK: 65, 57, 52, 29
RGB: 85, 86, 90
HEX: #555559
PANTONE Cool Gray 11 C

Iconography

Icons are used to quickly convey an idea and are an important part of clear, informative storytelling. With minimal detail, icons are designed to represent topics you want to communicate clearly. They simplify fact-finding by providing quick visual recognition and definition.

Our icon design language uses single color, simple shapes, and minimal lines to reflect the basic forms of the real objects. They are made from positive and negative space, without complex lines. They do not include decorative elements, thin lines or dimension. They are clear and simple.

Iconography Usage:

Examples shown here represent concepts, objects, technology, categories, and more. Icons should be produced in a single color from the MetaSource Color Palette given or black and white.

Photography

Imagery in our communications plays an important role in defining and reinforcing the MetaSource corporate brand. The photographs we use are a direct expression of our brand and key attributes. Photographic style, composition, cropping, and subject matter are all components that shape our brand imagery. All image selections should follow the general style guidelines put forth here.

Shelf Life:
When selecting photography, always consider the shelf life of the material. Ensure that the photography will not prematurely age the materials. Images that include technology must employ the most current state-of-the-art products and technologies.

Relevance:
Whenever possible, utilize in-house photography over stock photography.

Diversity:
Keep inclusivity in mind when selecting photography including figures. The diversity emulated in all materials should reflect the diversity of MetaSource.

Accessibility:
When including photos in MetaSource digital materials, such as websites and emails, consider accessibility. Use alt text – the written copy that appears in place of an image – when appropriate and available.

Select Images That Are:

- Full color
- Clean, simple, and uncluttered
- Positive and energetic
- Realistic
- Professional
- Eye-catching

Avoid Images That Are:

- Contrived
- Dark or moody
- Black and white
- Unrealistic
- Washed out or faded
- Complicated and busy
- Silhouetted
- Unlicensed

Brand Application

Section 2

Stationary

Our stationary system was carefully designed to represent a professional image in the marketplace. Following these guidelines is essential to building and maintaining a consistent brand identity.

Copy written to represent the MetaSource brand should follow these guidelines:
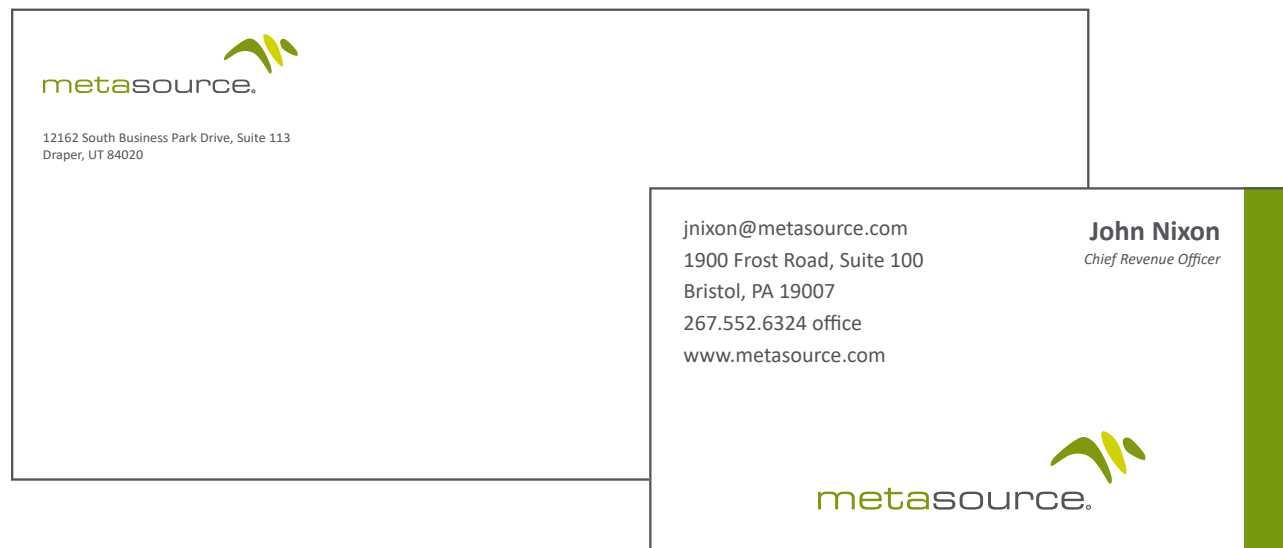
- Text: Always check spelling and grammar.

- Names: Punctuate after middle initial.

- Titles: Capitalize job titles, operating units, and company names. Separate by commas where appropriate.

- Phone numbers: Use periods for separation and always double check for accuracy.

- Email and Web addresses: Use all lowercase letters.

- Address: Spell out city names. Do not abbreviate.

Paper:

The paper used in our stationary package reflects the quality and professionalism of our organization.

Business Cards: 100 lb. Cougar Card Stock Bright White.

Note cards & Envelopes: Strathmore Writing Bright White Wove

metasource

12162 South Business Park Drive, Suite 113
Draper, UT 84020

jnixon@metasource.com
1900 Frost Road, Suite 100
Bristol, PA 19007
267.552.6324 office
www.metasource.com

John Nixon
Chief Revenue Officer

metasource

Note:

The MetaSource company stationary is designed so all the elements of the letters are left-justified with the start of each line at the left-hand margin.

The left margin is set 1" to align with the edge of the logo.

Calibri 11 point font size is the standard font for writing letters.

(Street Address, Suite
City, State Zip)

(Date)

To Whom It May Concern:

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas id varius mi. Etiam eleifend arcu quam, sit amet ultricies est iaculis ut. Nunc quis tortor non erat facilisis sagittis. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Aliquam accumsan neque diam. Suspendisse potenti. Vivamus eu gravida nibh. Nunc quis nulla ut felis tempus ultrices. Quisque lobortis quam arcu, eget tempor nisi pellentesque ac. Integer in dui in mauris facilisis iaculis. Vestibulum blandit nulla quis hendrerit aliquam. Sed vehicula congue velit sed rutrum. Etiam scelerisque cursus nisi ac laoreet.

Suspendisse potenti. Aliquam vestibulum convallis lorem quis aliquam. In finibus, lorem imperdiet dignissim aliquet, lacus magna venenatis leo, nec volutpat lorem mauris eu orci. Suspendisse iaculis ante non imperdiet consectetur. Vivamus dapibus convallis justo non hendrerit. Donec metus diam, volutpat sit amet suscipit vel, molestie at libero. Cras quis tortor sed ante mollis suscipit. Pellentesque porttitor dolor sit amet ipsum molestie, vel porta felis tempus. Curabitur accumsan erat erat. Donec mattis molestie turpis vitae finibus. Vivamus nec nibh a ligula venenatis consectetur rutrum tincidunt ex. Ut laoreet odio aliquet tellus suscipit, at consectetur lorem aliquam.

Cras dolor lectus, finibus eget auctor ac, viverra ac sapien. Nullam pellentesque lorem eu dolor aliquet facilisis ac id lectus. Fusce varius mauris at nisl laoreet, a finibus odio pretium. Suspendisse vel ligula ac tortor scelerisque feugiat. Nunc diam lacus, mollis ut euismod in, pulvinar venenatis turpis. Sed leo odio, blandit eu porttitor ac, sodales molestie lorem. Donec posuere odio sed purus vehicula ultricies nec ac sapien. Interdum et malesuada fames ac ante ipsum primis in faucibus. Praesent commodo nec leo laoreet molestie. Quisque dignissim ante vel pellentesque maximus. Sed nec sem et mi lobortis ultrices. Donec nulla purus, dictum nec dui ac, volutpat sagittis purus.

Salutations

Corporate Headquarters: *Salt Lake City Office*	*Los Angeles Office*	*Boston Office*	*Dallas Office*
67 West 13490 South, Suite 200	1235 N Grove St.,	1400 Providence Hwy., Suite 3150	2860 Exchange Blvd., Suite 100
Draper, UT 84020	Anaheim, CA 92806	Norwood, MA 02062	Southlake, TX 76092
Sales & Marketing: *Philadelphia Office*	*Denver Office*	*New York Office*	*Phoenix Office*
1900 Frost Rd., Suite 100	5353 W. Dartmouth Ave. #50	150 Clearbrook Rd., Suite 125	4100 E. Broadway Rd., Suite 170
Bristol, PA 19007	Denver, CO 80227	Elmsford, NY 10523	Phoenix, AZ 85040

To reinforce the MetaSource brand, every email sent by a MetaSource employee should include a MetaSource personal corporate signature at the close of the email. To maintain a consistent image, this signature should follow our standard approved format shown below.

MetaSource emails are business communications and must be composed and formatted with the same professional regard as a business letter. Following these guidelines will ensure that all MetaSource email communications are consistent and portray the brand in a professional light.

Formatting Rules:
Email body and signatures should be set in Calibri 11 point black.

Be selective about what information you include. Only include what is shown here and follow the order of information shown. Never include any additional logos, graphics, background colors, slogans, taglines, links, or messages to your corporate email signature. Do not use colored text except to indicate web links and replies.

Note:
To create the division line between sections, "|" – press shift and the backslash key.

John Nixon
Chief Revenue Officer

1900 Frost Road, Suite 100, Bristol, PA 19007
Office 267.552.6324 | Mobile 609.744.7875
jnixon@metasource.com | www.metasource.com
@jnixon | LinkedIn

Word Documents

Document Template:
A template Word document is available for download from the **Brand Materials** *page.*

MetaSource Word Document

A formatting guide

Table of Contents

Basics

Paragraph text looks like this. Paragraph text paragraph text.

Spacing

To start a new section, press the enter key twice. This prevents sections from running into each other. Under the "Layout" tab, "Spacing" for the entire document should be set to the following:

Before: 0pt

After: 6pt

Alignment

Headers and paragraph text should be left-aligned.

Lists

- **Level 1 bullets** are filled circles in MetaSource dark teal (#287278). Their bullets have no indent from the previous paragraph, and their text is indented to 0.25.
  - Level 2 bullets are open circles in MetaSource dark teal (#287278). Their bullets are indented 0.25 from the previous paragraph, and their text is indented to 0.5.

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PowerPoints

Presentations are a regularly used and highly visible component of the MetaSource Brand. It is important to use the approved PowerPoint templates. Do not create your own.

Slide Templates:

A template PowerPoint document is available for download from the **Brand Materials** *page.*

Presentation Title

Subtitle

© 2024 MetaSource, LLC

Century Gothic (Headings), 36 pts

- Calibri (Body), 24 pts

Century Gothic (Headings), 36 pts

- Calibri (Body), 24 pts

Closing Slide

© 2024 MetaSource, LLC

Web

Green
HEX: #799900

Accent Green
HEX: #C3D500

Navy
HEX: #0F2F43

Dark Teal
HEX: #287278

Dark Teal Tint
HEX: #EAF1F2

Dark Gray
HEX: #2F2F31

Gray
HEX: #555559

Medium Gray
HEX: #8F8F94

Light Gray
HEX: #CACACA

Gray Tint
HEX: #EEEEEE

Red
HEX: #C03A0D

MetaSource's online presence must remain consistent with all other branding materials. Specifications for MetaSource's main site and the Mortgage-specific site are below. Colors utilized on both sites are consistent with brand colors, but also include secondary colors for increased flexibility.

Headers

Font family: Century Gothic
Font stack: century-gothic, CenturyGothic, AppleGothic, sans-serif
Font weight: Bold (700)

	Colors	Base font sizes	Line heights
h1	#799900	2.5rem	1.2
h2	#799900	2rem	1.2
h3	#799900	1.6rem	1.2
h4	#799900	1.333rem	1.3
h5	#799900	1.222rem	1.35
h6	#555559	1.111rem	1.2

Body/Paragraphs

Font family: Calibri
Font stack: calibri, Candara, Segoe, Arial, sans-serif
Font weight: Normal (400)
Standard color: Gray (#555559)
Base font size: 1.15rem / line height: 1.5

Lists

Unordered (bulleted) lists
    Primary: Dark Teal (#287278), round bullets
    Variation: Dark Teal, checkbox bullets
Ordered (numbered) lists
    Dark Teal numbers in Century Gothic

Heroes

If the following section is white, use a Navy background. If the following section is Gray Tint or Dark Teal Tint, use a white background.

CTAs

Most CTAs should use a Dark Teal background, including webinars. If it is a content offer, use a Accent Green background.

Forms

Primary: navy background color, white alert/error color, and white field border color
Variation: white background color, Red (#C03A0D) alert/error color, and Medium Gray (#8F8F94) field border color

Other Sections

Paragraph and card layout sections should largely use a white background. However, to break up repetitive white background sections, Gray Tint or Dark Teal Tint can be used as the background color.

Web

metasource®

Color Palette

Green
HEX: #799900

Accent Green
HEX: #C3D500

Navy
HEX: #0F2F43

Dark Teal
HEX: #287278

Dark Teal Tint
HEX: #EAF1F2

Dark Gray
HEX: #2F2F31

Gray
HEX: #555559

Medium Gray
HEX: #8F8F94

Light Gray
HEX: #CACACA

Gray Tint
HEX: #EEEEEE

Red
HEX: #C03A0D

Links

If the link is mid-paragraph, use the following style:

> Dark Teal, underlined, paragraph text
> On hover: underline gradient shifts

For mid-paragraph links on a Navy background, use the Accent Green, underlined, paragraph text.

For mid-paragraph links on a Dark Teal background, use white, underlined, paragraph text.

For mid-paragraph links on a Accent Green background, use Navy, underlined, paragraph text.

If the link is floating, use the following style:

> Dark Teal, bold, Century Gothic heading, with arrow to the right
> On hover: arrow moves further to right

For header links, text color shifts to Dark Teal on hover.

Buttons

If the background is white, Gray Tint, or Dark Teal Tint, use a Dark Teal button.

> Dark Teal fill with white text OR Dark Teal outline with Dark Teal text
> On hover: button color shifts to Navy; if applicable, text turns white
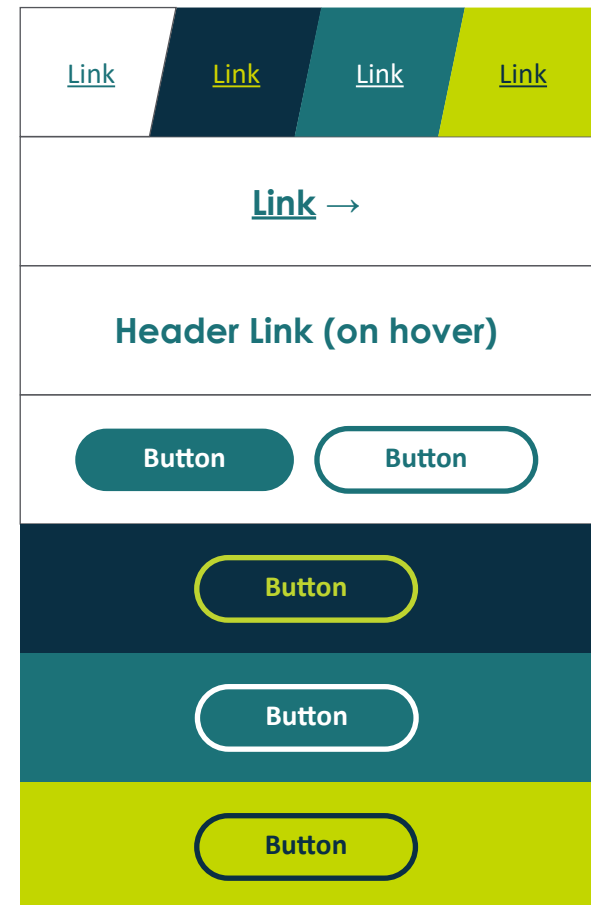
If the background is Navy, use a Accent Green outline button.

> On hover: button color fill becomes Accent Green, text turns Navy

If it is within a Dark Teal CTA, use a white outline button.

> On hover: button fills white, text turns Dark Teal

If it is within a Accent Green content offer CTA, use a Navy outline button.

MetaSource Software Style Guide v2

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Notes:

Updates to MetaSource branded software should appear cohesive, according to these guides.

Software should be styled to default to light mode, with dark mode as an option. Examples of CSS variables throughout this guide provide for this option.

Developers should prioritize using Bootstrap, styled as it appears in this guide's mockups of individual elements, rather than utilizing Google's materials framework.

Software should be responsive to all screen sizes and follow accessibility standards.

Colors

Primary	#799900
Primary / Hover	#617A00
Primary / Disable	#94ad33
Light	#FFFFFF
Light / Hover	#DDDDDE
Light / Disable	#EEEEEE
Warning	#FFC107
Warning / Hover	#E0A800
Warning / Disable	#FFD75E

Primary 2	#c3d500
Primary 2 / Hover	#9CAA00
Primary 2 / Disable	#CFDD33
Dark	#2B2B2D
Dark / Hover	#19191B
Dark / Disable	#3B3B3E
Success	#28A745
Success / Hover	#218838
Success / Disable	#74C686

Text	#555559
Text / Hover	#444447
Text / Disable	#77777A
Secondary 1	#3CBAB2
Secondary 1 / Hover	#30958E
Secondary 1 / Disable	#63C8C1
Danger	#DC3545
Danger	#C82333
Danger	#E97B86

Button	#5B9D95
Button / Hover	#497E77
Button / Disable	#7CB1AA
Secondary 2	#0F2F43
Secondary 2 / Hover	#72AE4E
Secondary 2 / Disable	#A5E181
Secondary 3	#F15B28
Secondary 3 / Hover	#C14920
Secondary 3 / Disable	#F47C53

Typography

Century Gothic

h1. Bootstrap heading

h2. Bootstrap heading

h3. Bootstrap heading

h4. Bootstrap heading

h5. Bootstrap heading

h1. Bootstrap heading

h2. Bootstrap heading

h3. Bootstrap heading

h4. Bootstrap heading

h5. Bootstrap heading

Calibri

p. Body paragraph

p. Body paragraph

Buttons

MetaSource orange buttons with rounded corners.
Text in bolded white. Use for light and dark mode.

	Small	Medium	Large
Default	Small Button	Primary	Large Button
Hover	Small Button	Primary	Large Button
Active	Small Button	Primary	Large Button
Disable	Small Button	Primary	Large Button
Outline	Small Button	Primary	Large Button

btn-font-weight: heavy;
btn-color: #287278;
btn-text-color: #FFFFFF;
btn-border-width: medium;
btn-border-radius: 10em;
btn-outline-border-color: #205B60;

Forms

Selected options in MetaSource orange. Date and time selection should utilize dropdowns. Validation for error and success.

Checkboxes

☐ 1 ☑ 2 ☐ 3 Disabled

Radios

○ 1 ◉ 2 ○ 3 Disabled

Switches

Checked	Active Checked	Disabled Checked	Uncheck	Disabled Uncheck

Slider

Input

Default input

Disabled

Default input

Dropdown selection

Default Select ▼

Error

Default input
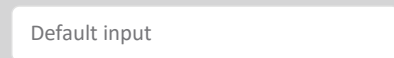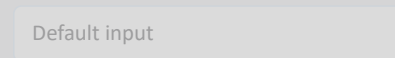
Error message

Success

Default Select ✓
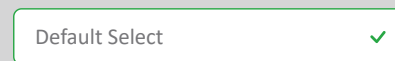
Success

form-check-input-checked-color: #FFFFFF;
form-check-input-checked-bg-color:#287278;
form-check-input-indeterminate-bg-color: #FFFFFF;
form-check-input-disabled-bg-color: #EEEEEE;
form-check-label-disabled-bg-color: #77777A;

form-range-track-bg: #DDDDDE;
form-range-thumb-bg: #287278;

input-color: #555559;
input-bg: #FFFFFF;
input-disabled-color: #9E9E9F;
input-disabled-bg: #DBDBDB;
input-placeholder-color: #77777A;
form-feedback-valid-color: #28A745;
form-feedback-invalid-color: #DC3545;

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Breadcrumbs & Steppers

Breadcrumbs indicate navigation path. Active page in gray, previous pages are primary green links.

Light

Dark

Data

Data / Data

Data / Data / Data

Data

| Data / Data |
| --- |

Data / Data / Data

```
breadcrumb-divider-color: #77777A;
breadcrumb-active-color: #799900;
breadcrumb-divider: quote("/");
```

```
breadcrumb-divider-color: #EEEEEE;
breadcrumb-active-color: #C3D500;
breadcrumb-divider: quote("/");
```

Steppers portray steps of a process. Green indicates active step, with previous and upcoming steps in gray. Line connecting all steps.

Light

1 Step 1 —— 2 Step 2 —— 3 Step 3
1 Step 1 —— 2 Step 2 —— 3 Step 3
1 Step 1 —— 2 Step 2 —— 3 Step 3

Dark

1 Step 1 —— 2 Step 2 —— 3 Step 3
1 Step 1 —— 2 Step 2 —— 3 Step 3
1 Step 1 —— 2 Step 2 —— 3 Step 3

Tabs/Pills

Green border around active tabs with white background.
Light gray background on non-active tabs.

Light

| Active | Hover | Disabled | Disabled |
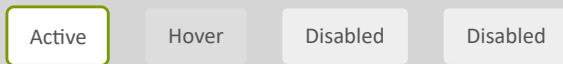
```
nav-pills-border-width: medium;
nav-pills-border-radius: 10;
nav-pills-link-active-color: #FFFFFF;
nav-pills-link-active-border-color: #799900;
nav-pills-link-hover-color: #DDDDDE;
nav-pills-link-disabled-color: #EEEEEE;
```

Dark

| Active | Hover | Disabled | Disabled |

```
nav-pills-link-active-color: #555559;
nav-pills-link-active-border-color: #C3D500;
nav-pills-link-hover-color: #444447;
nav-pills-link-disabled-color: #77777A;
```

Menus

Vertical menus with nested options on the left side of the interface. Each list item has an accompanying icon. Icons are in the same color as list item text. Where menu icon is needed, use "hamburger" style —3 lines with rounded corners.

Light

List Item

List Item

List Item

Icon

Hover

List Item

List Item

List Item

Active

List Item

List Item

List Item

Disabled

List Item

List Item

List Item
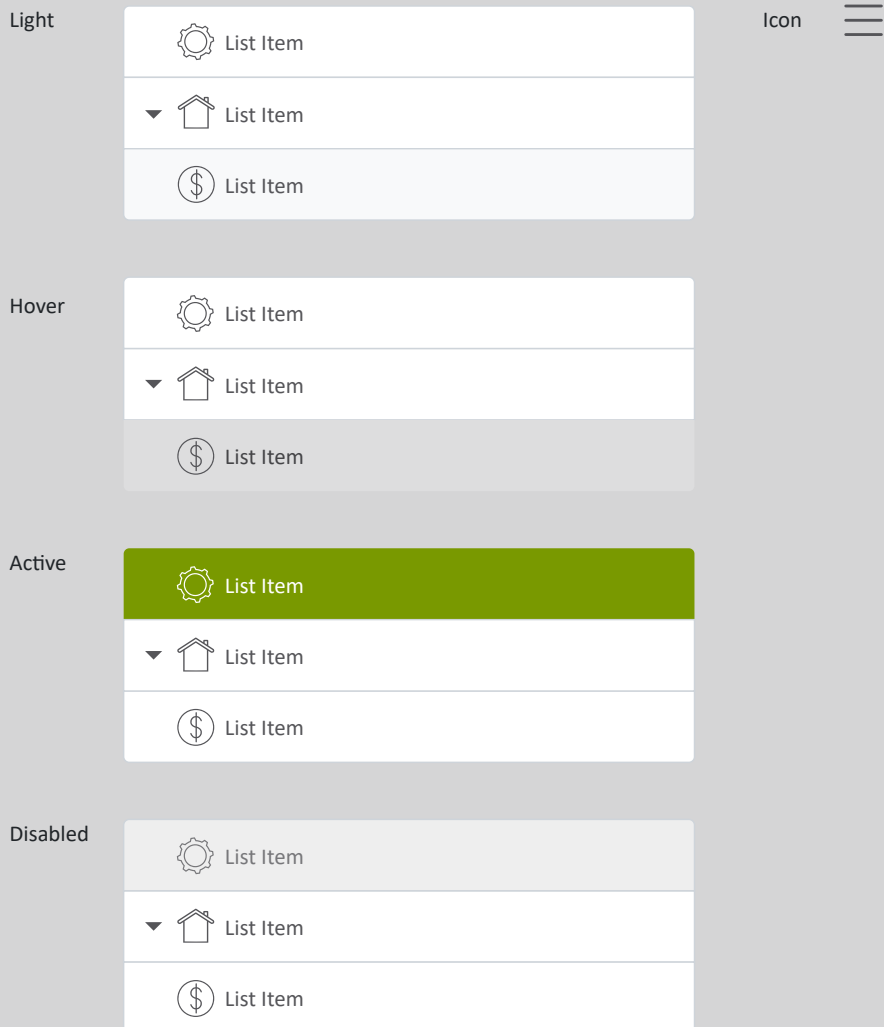
list-group-color: #555559;
list-group-bg: #FFFFFF;
list-group-border-color: #DDDDDE;
list-group-hover-bg: #DDDDDE;
list-group-active-color: #FFFFFF;
list-group-active-bg: #799900;
list-group-disabled-color: #DDDDDE;
list-group-disabled-bg:#EEEEEE;

Menus

Vertical menus with nested options on the left side of the interface. Each list item has an accompanying icon. Icons are in the same color as list item text. Where menu icon is needed, use "hamburger" style —3 lines with rounded corners.

Dark

List Item

List Item

List Item

Icon

Hover

List Item

List Item

List Item

Active

List Item

List Item

List Item

Disabled

List Item

List Item

List Item
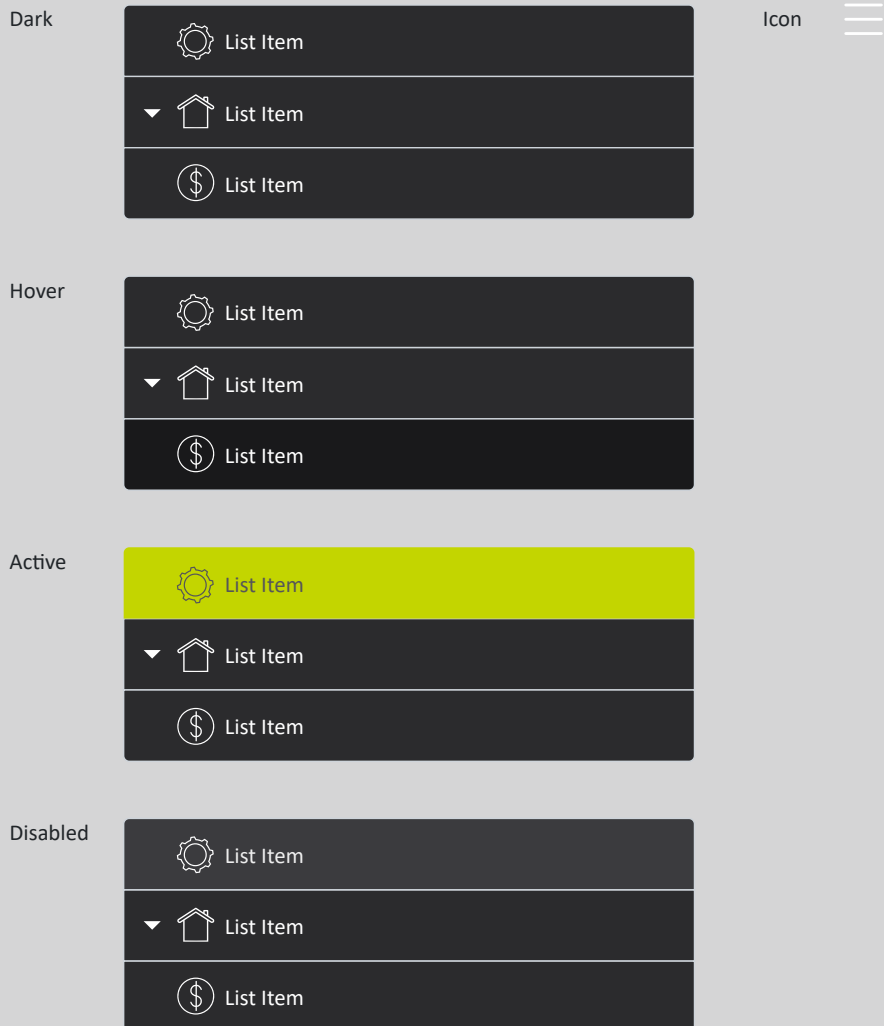
list-group-color: #FFFFFF;
list-group-bg: #2B2B2D;
list-group-border-color: #DDDDDE;
list-group-hover-bg: #19191B;
list-group-active-color: #555559;
list-group-active-bg: #C3D500;
list-group-disabled-color: #3B3B3E;
list-group-disabled-bg:#EEEEEE;

Menus

Arrow facing down to indicate expandable sections.
Once selected, arrow faces upward.

⚙	List Item
▲ 🏠	List Item
✓	List Item
$	List Item
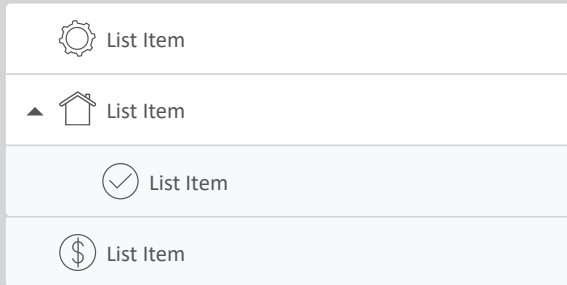
Toolbars are in upper right corner of interface. Dark gray icons. Active icon is within a box with rounded corners.

Light

$ ✓ 🏠 ⚙

Active

$ ✓ 🏠 ⚙

Dark

$ ✓ 🏠 ⚙
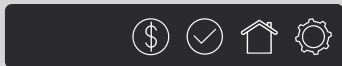
Active

$ ✓ 🏠 ⚙

```
navbar-light-color: #555559;
navbar-light-hover-bg-color: #EEEEEE;
navbar-light-active-bg-color: #EEEEEE;
```

```
navbar-dark-color: #FFFFFF;
navbar-dark-hover-bg-color: #19191B;
navbar-dark-active-bg-color: #19191B;
```

Pagination

Page numbers listed as links in primary green. Active page number inside a light gray box with rounded edges. Gray "Previous" link to left of numbers and green "Next" link to right.

Primary

| Previous | 1 | 2 | 3 | Next |

Large

| Previous | 1 | 2 | 3 | Next |

Small

| Previous | 1 | 2 | 3 | Next |

Dark

| Previous | 1 | 2 | 3 | Next |
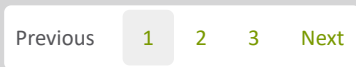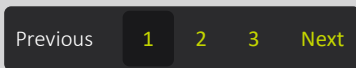
```
pagination-color: #799900;
pagination-hover-bg: #EEEEEE;
pagination-active-bg: #EEEEEE;
```

```
pagination-color: #C3D500;
pagination-hover-bg: #19191B;
pagination-active-bg: #19191B;
```

Tables

Headers in bolded primary green. Rows in alternating colors.

Light

Head	Head
Body	Body
Body	Body
Body	Body
Body	Body
Body	Body
Body	Body

Hover

Head	Head
Body	Body
Body	Body
Body	Body
Body Hover	Body Hover
Body	Body
Body	Body

```
table-color: #FFFFFF;
table-striped-color: #EEEEEE;
table-hover-color: #DDDDDE;
table-th-font-weight: heavy;
table-th-text-color: #799900;
```

Tables

Headers in bolded primary green. Rows in alternating colors.

Dark

Head	Head
Body	Body
Body	Body
Body	Body
Body	Body
Body	Body
Body	Body

Hover

Head	Head
Body	Body
Body	Body
Body	Body
Body Hover	Body Hover
Body	Body
Body	Body

```
table-color: #2B2B2D;
table-striped-color: #3B3B3E;
table-hover-color: #19191B;
table-th-text-color: #C3D500;
```
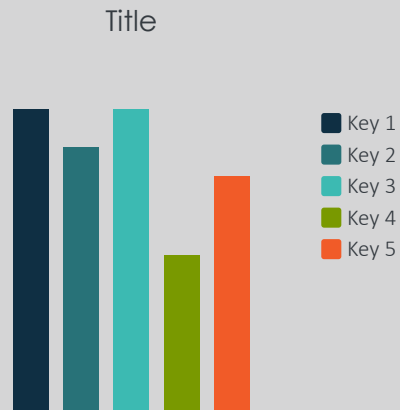
Charts & Reports

Pie charts and bar graphs utilize secondary brand colors, and primary brand colors if necessary. Each chart has a centered title above it. Legends to the right. Reports are exported as various document types.

Pie Chart

Title

1 (25) %   1 (25) %

■ Key 1
■ Key 2
■ Key 3

2 (50) %

Bar Graph

Title

■ Key 1
■ Key 2
■ Key 3
■ Key 4
■ Key 5
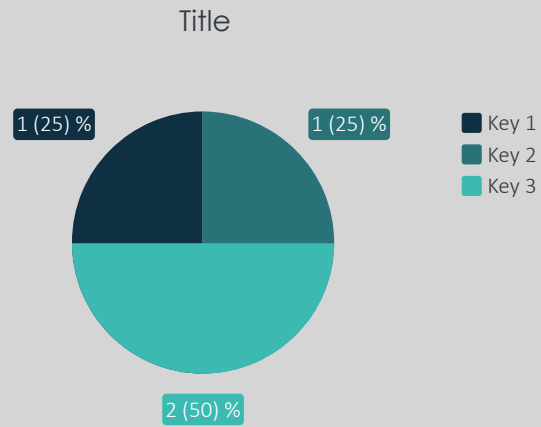
Lists

Ordered list numbers in orange Century Gothic. Vertical line to the right. Unordered list bullets in MetaSource orange. Bolded list items, with any accompanying paragraph text unbolded.

Ordered List

1 | **List item**

2 | **List item**
Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est.

3 | **List item**

4 | **List item**
Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua.

Unordered List

• **List Item**

• **List Item**
Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore.
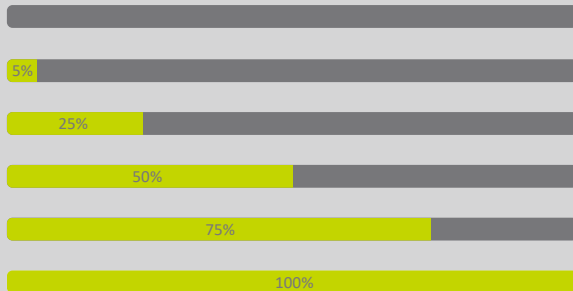
• **List Item**

• **List Item**

Progress Bars

Lighter gray bar with progress indicated in primary green.
Percentage of progress included.

Light

5%
25%
50%
75%
100%

Dark

5%
25%
50%
75%
100%
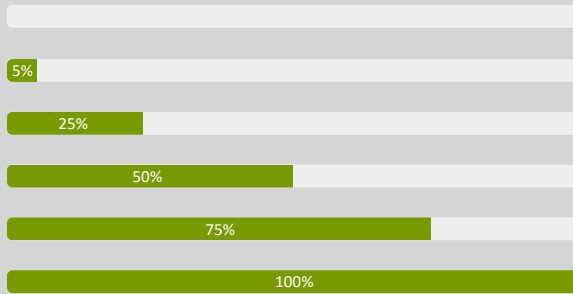
```
progress-color: #FFFFFF;
progress-bar-color: #799900;
progress-bar-bg: #EEEEEE;
```

```
progress-color: #555559;
progress-bar-color: #C3D500;
progress-bar-bg: #77777A;
```
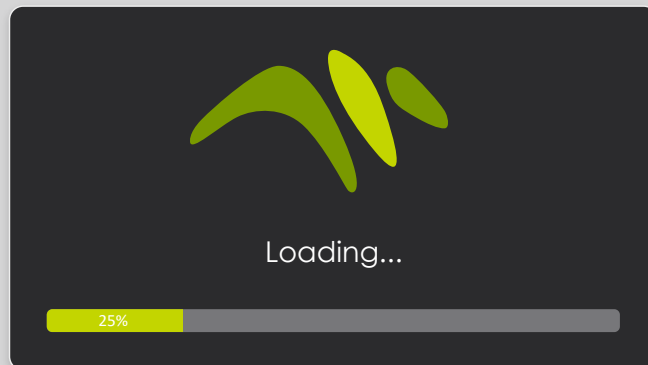
Loading Indicators

Pop-up box with "Loading…" text, MetaSource "bug" logo, and progress bar with percentage indicator. Pop-up box is white, with MetaSource gray outline, and a drop shadow.
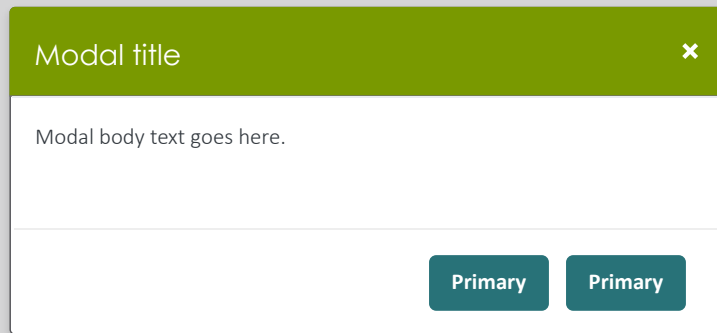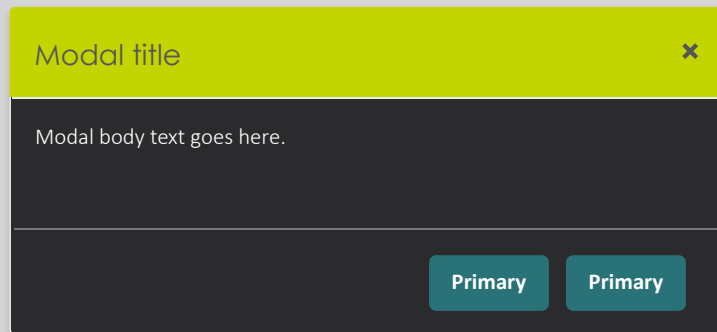
Light

Loading…

25%

Dark

Loading…

25%
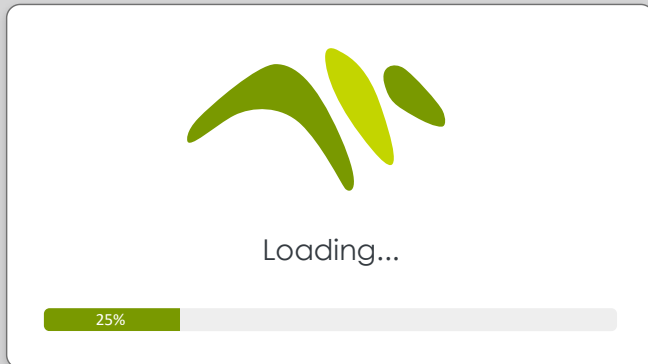
Modals

Title section has a green background.
X to close in top right corner.

Light

Modal title	✕
Modal body text goes here.	
	Primary Primary

modal-bg: #FFFFFF;
modal-border-color: #555559;
modal-footer-color: #FFFFFF;
modal-header-color: #FFFFFF;
modal-header-bg-color: #799900;
modal-content-color: #555559;
modal-content-bg: #FFFFFF;
modal-content-border-color: #EEEEEE;

Dark

Modal title	✕
Modal body text goes here.	
	Primary Primary

modal-bg: #2B2B2D;
modal-border-color: #EEEEEE;
modal-footer-color: #2B2B2D;
modal-header-color: #555559;
modal-header-bg-color: #C3D500;
modal-content-color: #FFFFFF;
modal-content-bg: #2B2B2D;
modal-content-border-color: #77777A;

Alerts & Notifications

Alert boxes for primary usage, such as live notifications, as well as success, danger, and warning boxes for validation.

Light

This is a primary alert—check it out!

This is a success alert—check it out!

This is a danger alert—check it out!

This is a warning alert—check it out!

Dark

This is a primary alert—check it out!

This is a success alert—check it out!

This is a danger alert—check it out!

This is a warning alert—check it out!

Unread notifications are signified by a MetaSource orange circle with their quantity in white.

```
alert-primary-bg: #94AD33;
alert-primary-color: #FFFFFF;
alert-primary-left-border-color: #617A00;
alert-success-bg: #D4EDDA;
alert-success-color: #155724;
alert-success-left-border-color: #28A745;
alert-danger-bg: #F8D7DA;
alert-danger-color: #721C24;
alert-danger-left-border-color: #DC3545;
alert-warning-bg: #FFF3CD;
alert-warning-color: #856404;
alert-warning-left-border-color: #FFC107;
```

```
alert-primary-bg: #CFDD33;
alert-primary-color: #555559;
alert-primary-left-border-color: #EDF2B3;
alert-success-bg: #28A745;
alert-success-color: #D4EDDA;
alert-success-left-border-color: #D4EDDA;
alert-danger-bg: #DC3545;
alert-danger-color: #F8D7DA;
alert-danger-left-border-color: #F8D7DA;
alert-warning-bg: #FFC107;
alert-warning-color: #FFFFFF;
alert-warning-left-border-color: #FFF3CD;
```

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Include copyright notice and link to disclaimer in footer. Disclaimer page has a small primary button with "I Agree" text and small outline button with "I Decline" text.

Copyright Notice

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[Software Title]
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If you have any questions, contact:
Jenifer Hathaway
Graphic Designer
jhathaway@metasource.com