NLB branch interior signage

December 2025 - V2

01 System and elements of interior signage
02 Materials and colors of signage
03 Schematic representations of elements
04 Spaces in the branch

01

System and elements of interior signage

The interior signage system for branches is designed to support both traditional and digital signage elements, adapted to the branch concept and technical possibilities. The digitalisation of signage is an important part of the strategic direction, improving user experience and optimizing communication within the space.

LINK: Brand center
Password: BrandNLB2015

Elements of interior signage

Digitalised branch

1 Cash desk
2 Office: digital element - display 10.1”, signage
3 Outline sign in space - branding
4 Digital element - display 32”, information and notices
5 Digital element - display 43”, promo
6 Digital element - display 65” - exchange rate list and promo

Elements of interior signage

Non-digitalised branch

1 Cash desk
2 Office
3 Outline sign in space - branding
4 Digital element - display 65”, exchange rate list and promo

Elements of interior signage

Advisory branch (cash-free branch)

1 Outline sign in space - branding
2 Office: digital element - display 10.1”, signage
3 Digital element - display 32” - information and notices
4 Digital display - display 43”, promo
5 Digital display - display 65”, exchange rate list and promo

02

Materials and colors of signage

Materials and colors

Elements	Basic dimensions of elements	Materials and colors	Note
1. Outline sign in the space Vestibule/ATM lobby, cash desk, wall inside the branch	· The dimension is determined based on the size of the wall. · Maximum size: 1950 mm · Minimum size: 1400 mm · Thickness: 60 mm + spacers	1. Illuminated outline sign: - Acrylic: Crylux, milky/3014, Polycasa - Aluminium: RAL 9003 - Spacer: printed plastic in white - LED lighting: 6000K 2. PVC: 20 mm mounted with white point spacers, 10–20 mm depending on the size of the sign 3. White foil: Mactac MACal 9829-00	The outline sign can be made in three ways: 1. illuminated outline sign 2. PVC outline sign 3. foil outline sign
2. Indigo blue background Vestibule/ATM lobby	The dimension is determined based on the size of the wall.	1. Composite panel (matt finish): RAL Design 290 20 35 2. Indigo blue foil: printed on polymeric foil according to Pantone 2745 + matt lamination	The indigo blue background can be made in two ways: 1. from composite panel 2. from printed foil
3. Workplace number Cash desk, office, and large cash payout office	Number height: 150 mm	· Acrylic: clear acrylic, 5 mm · Indigo blue foil: Hexis HX20281B + double-sided adhesive · In case of a curved counter, a 0.5 mm PVC layer is added between the foil and the adhesive	
4. Acrylic text - service description Cash desk	Text height: 100 mm	· Base layer: 5 mm clear acrylic · Top layer: 3 mm white opaque acrylic, mounted with 20 mm white point spacers	
5. Glass surfaces Office, partition wall	Sandblasted film height: 850 mm	· Sandblasted film: Mactac Glass Decor 798-02, Dusted foil	
6. “Push” door signage Office	Text height: 80 pt	1. White foil: Mactac MACal 9829-00 2. Grey foil: Mactac MACal 9889-05 Gloss Traffic Grey (for use on white doors)	
7. Covering sticker (in case of a digital screen) Office	Height: 125.4 mm × length (depending on the distance of the screen from the window frame).	· White foil: Mactac MACal 9829-00	
8. Service description on the office door – Consulting Office	Text height: 80 pt	· Indigo blue foil: Hexis HX20281B	
9. Additional details on the office door Office	Text height: 40 pt	· Grey foil: Mactac MACal 9889-05 Gloss Traffic Grey	
10. ATM cover (PVC or polycarbonate) + background base ATM lobby	The dimensions are determined based on the size of the ATM.	1. Polycarbonate: - Polycarbonate HC 8, transparent - Printed according to Pantone 2745 - White foil: MacTac 9829-00, long-term - PVC spacer (thickness adjusted to the ATM frame thickness) 2. PVC: - PVC, 10 mm - Indigo blue foil: printed on polymeric foil + matte lamination - White foil: MacTac 9829-00, long-term - PVC spacer (thickness adjusted to the ATM frame thickness)	The ATM mask can be made in two ways: 1. from polycarbonate 2. from PVC
11. Decorative ceiling element Vestibule/ATM lobby	· 1200 mm · 1000 mm · 800 mm	· PVC, 20 mm · Aluminium substructure with hangers · Steel wire · Artificial greenery	

03

Schematic representations of elements

Outline sign in space - branding

Digital elements

- Display 10.1”” / office, signage
- Display 32” / information and notices
- Display 43” / promo
- Display 65” / exchange rate list and promo

03

Outline sign in space - branding

1 Use of the outline sign
2 Implementation methods and backgrounds

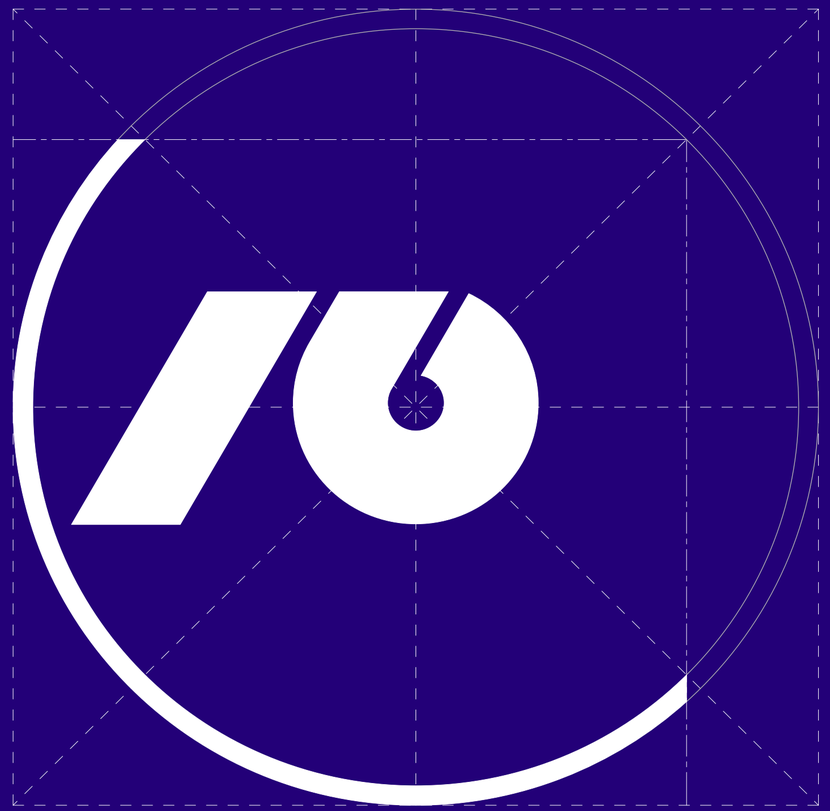
Outline sign in space

Use of the outline sign

The outline sign in the space is used in accordance with the display rules shown in the visualisation on the right.

Surfaces where the outline sign is used:

- Wall in the vestibule / ATM lobby
- Wall behind the cash desk
- Green wall (in vestibules without an ATM or as a decorative wall within the branch)



Surfaces where the outline sign is used:

- Background/surface around the ATM (section Vestibule/ATM lobby, page 40)

Outline sign in space

Size of the outline sign on the wall

The width of the sign is calculated based on the wall height using the formula:

Width of sign = 0,53 × wall height

The result is always rounded up to the nearest 10 mm.
Minimum sign width: 1400 mm
Maximum sign width: 1950 mm

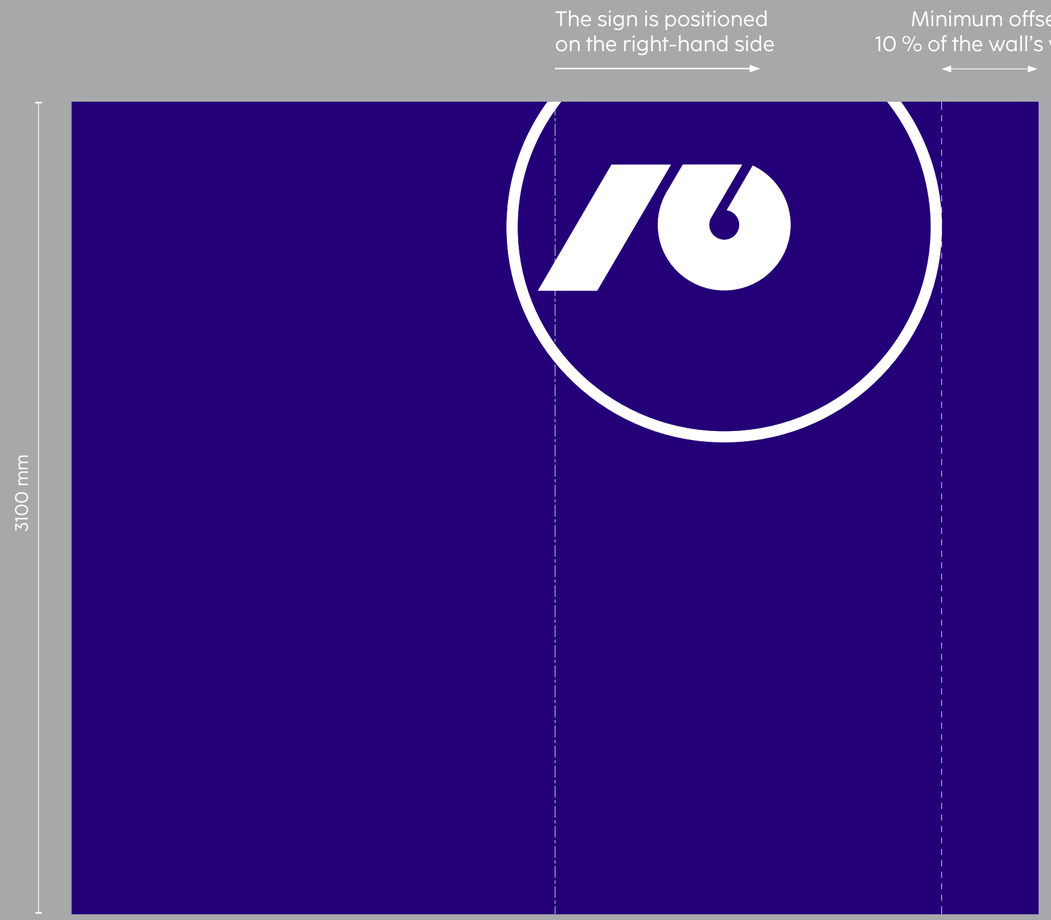
Example:
Wall height = 3100 mm
0,53 x 3100 mm = 1643 mm → 1650 mm

Position of the sign on the wall

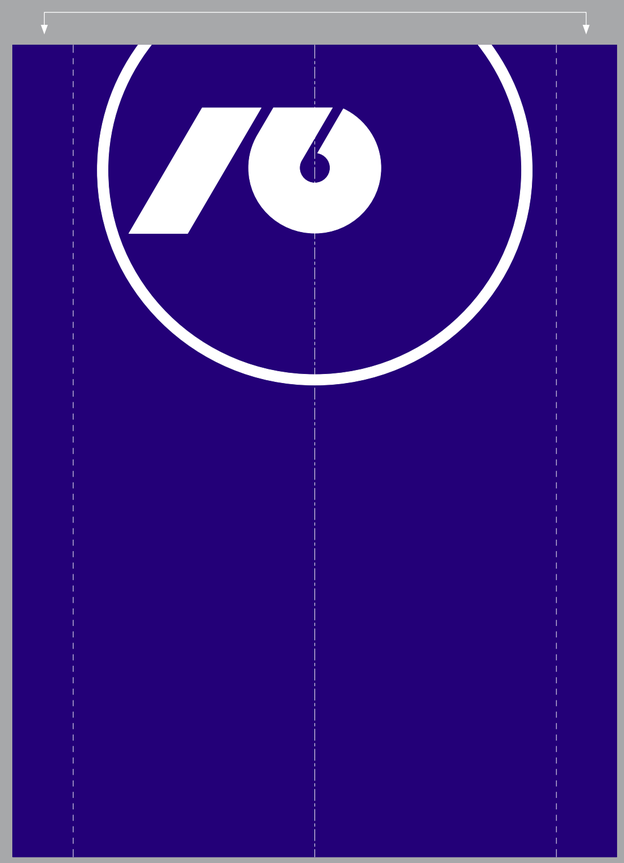
On a wider wall, the sign is positioned on the right-hand side, with a minimum offset of 10% of the wall's width from the edge.
On a narrower wall, the outline sign is placed centrally.

Note:

- On very wide walls (over 6000 mm), the position of the sign should be aligned with the location of the cashier desk or another element in front of the wall to ensure optimal functionality and visual harmony.
- These are basic recommendations; some spaces may have specific requirements that call for adjustments.



Wider wall
The sign is positioned on the right-hand side, with a minimum offset of 10% of the wall's width from the edge.



Narrower wall
The sign is positioned centrally, with a minimum offset of 10% of the wall's width from both the left and right edges.

Outline sign in space

Outline sign and service description

The size of the outline sign is determined according to the recommendations on the previous page.
If text is also added to the wall, the following recommendations apply:

- The recommended distance between the outline sign and the text is 600 mm.
- For narrower walls (less than 4000 mm wide), the distance may be reduced, but not to less than 300 mm.
- If, due to spatial limitations, it is not possible to provide at least 300 mm of spacing, only one element – either the text or the sign – is placed on the wall, depending on the requirements.
- For very wide walls (over 6000 mm), the position of the sign should be coordinated with the location of the counter or another element in front of the wall to ensure optimal functionality and visual balance.

Note:
These are general recommendations; certain spaces may have specific requirements that call for adjustments.

Outline sign in space

Implementation methods

The outline sign can be produced in various ways. The choice of method depends on the space, its purpose, and the type of surface.

Illuminated outline sign

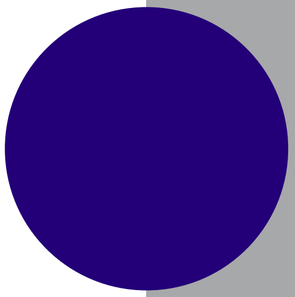
The illuminated outline sign is made from a frameless profile with built-in, specified LED lighting, 60 mm thick. The front surface is made from the specified acrylic.
It is mounted onto the surface with spacers.
Used on indigo blue backgrounds, wooden wall panels, or green walls.

PVC

The PVC outline sign is a non-illuminated sign, cut from 20 mm thick PVC material. It is mounted on point spacers 10–20 mm from the wall, depending on the size of the sign.
Used on indigo blue backgrounds, wooden cladding, or green walls.

White foil cut-out

The white foil outline sign is a non-illuminated sign, cut from white self-adhesive foil and applied directly to the wall.
Used on indigo blue backgrounds or wooden cladding.



Backgrounds

Indigo blue background/surface
We usually use it in the vestibule/ATM lobby.

Wooden cladding
We usually use it on the wall behind the cash desk or in the vestibule lobby/ATM lobby.

Green wall
We use it in the vestibule when there is no ATM (when the space is accessible during branch opening hours) or as a decorative wall inside the branch.

03

Digital elements

1 Display 10.1” - office, signage
2 Display 32” - information and notices
3 Display 43” - promo
4 Display 65” - exchange rate list and promo

Digital elements

Display 10.1” - signage

We use the display for office signage and for informing customers about the status or availability of the advisors.

The screen displays:

- the employee’s first and last name,
- the workplace number.

The tablet is equipped with LED indicators:

- green indicates an available advisor,
- orange indicates an occupied advisor.

Connection height from the floor: 1500 mm

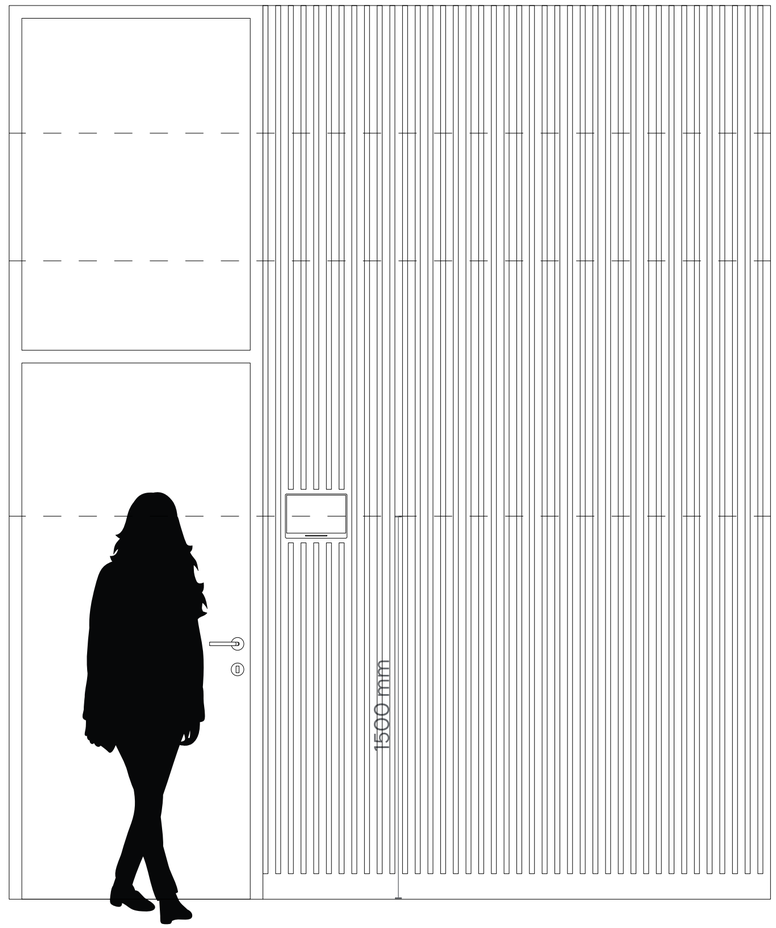
The display is connected to the display 32” at the branch entrance, which shows the availability of advisors.

Glass door

use of a display on the office door

Solid door (without glass surfaces)

use of a display next to the office door.



Digital elements

Film

- White foil, MacTac 9829-00

Display 10.1”

When installing the display, follow these rules:

1. Apply the specified foil onto the sandblasted film.
2. Place the polypropylene spacer onto the bracket.
3. Insert 4 screws into the holes of the bracket and spacer (the spacer is designed to prevent screws from falling out).
4. Screw the bracket onto the aluminium frame (window frame or door frame).
5. Connect the display to the UTP cable and check the correct cable length.
6. Place the cover onto the bracket.
7. As the final step, screw the display onto the bracket.

Note:

- The color of the cover is determined based on the color of the window frame.
- The UTP cable color should be white.

Digital elements

Display 32” - information and notices

We use the display 32” to inform customers about products, branch status, and to provide access to documentation.

The display is placed at the branch entrance and can be mounted in two ways:

Wall-mounted

It is recommended to integrate the display into wooden slats, ensuring it is flush with the slat surface.

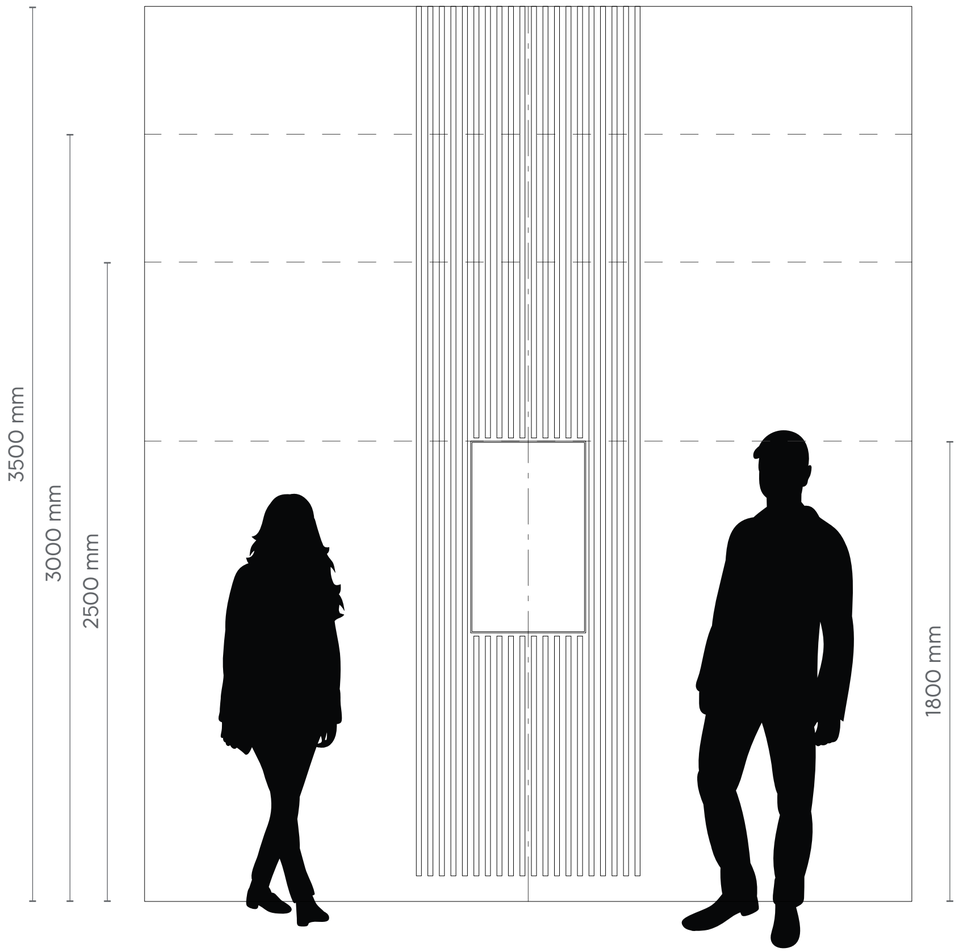
Freestanding

When wall mounting is not possible, the display is used as a freestanding element. The freestanding display can be single- or double-sided, depending on spatial possibilities and functionality.

Top edge height from floor: 1800 mm

Freestanding display

Wall-mounted display



Digital elements

Display 43” - promo

We use the display 43” to display promotional and advertising content.

Two versions are available:

Single-sided (freestanding or wall-mounted)
The display can be freestanding or wall-mounted. In the case of wall mounting, it is recommended to install it between the wooden slats. Make sure the display is aligned with the slat lines.

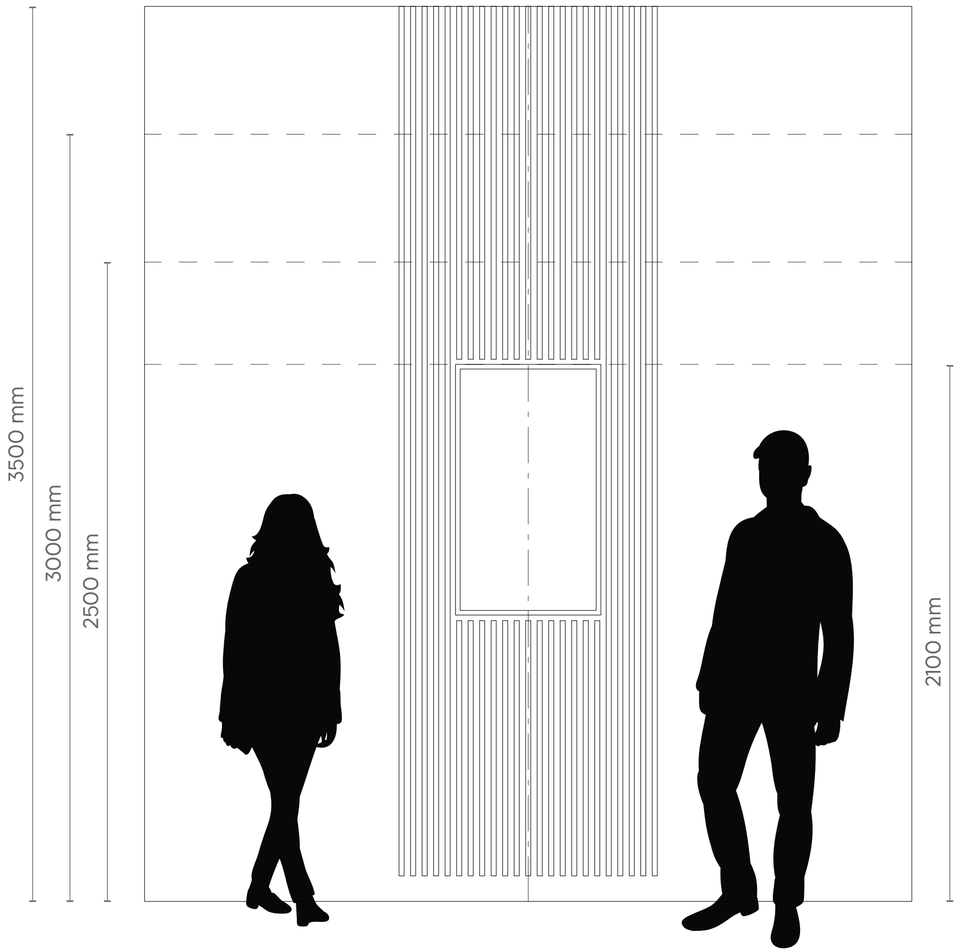
Double-sided
Used as a freestanding element in the space, allowing content to be displayed on both sides.

Top edge height from floor: 2100 mm

Note:
These are general recommendations; specific spaces may require adjustments.

Freestanding display

Wall-mounted display



Digital elements

Display 65” - exchange rate list and promo

We use the display 65” to display exchange rates and other promotional content, such as new offers, special deals, and customer information. The installation is adapted to the needs of each individual branch.

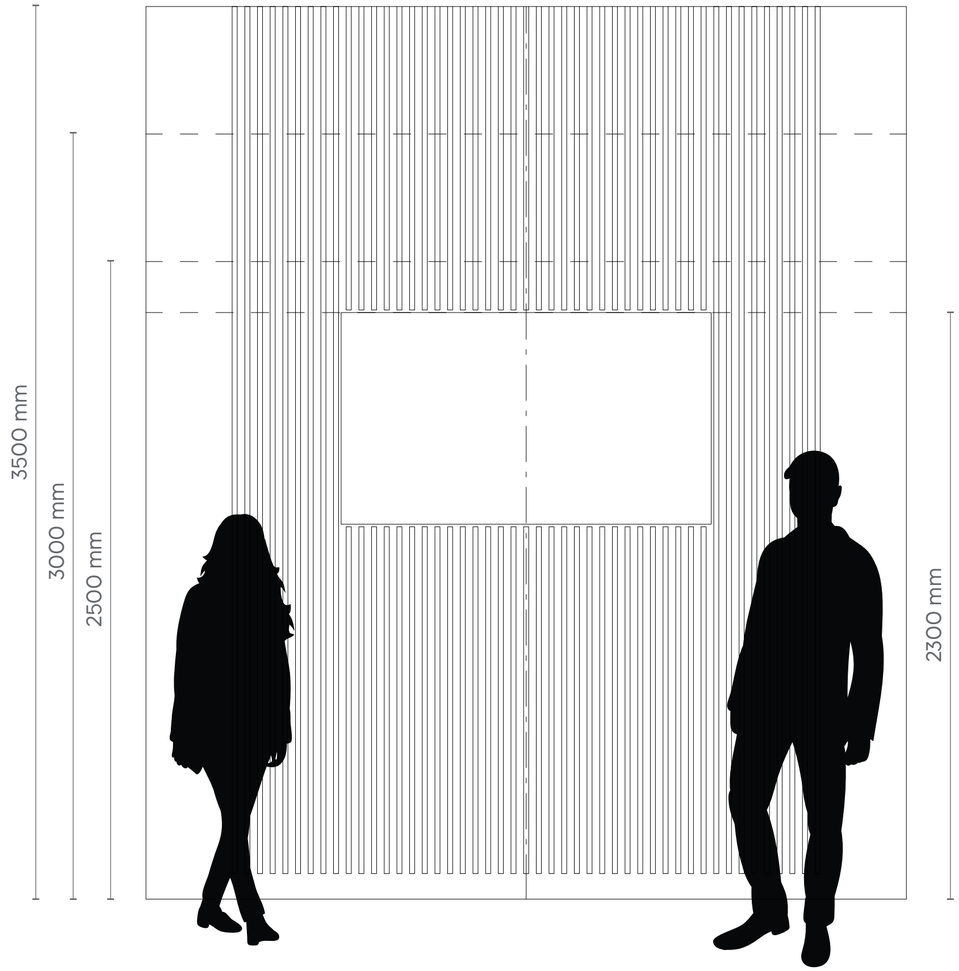
It is recommended to integrate the display into wooden slats, ensuring that the display is aligned with the slat lines.

When furnishing a smaller branch and no wall is suitable or large enough for a display 65”, we install it on the wall behind the cash desk.

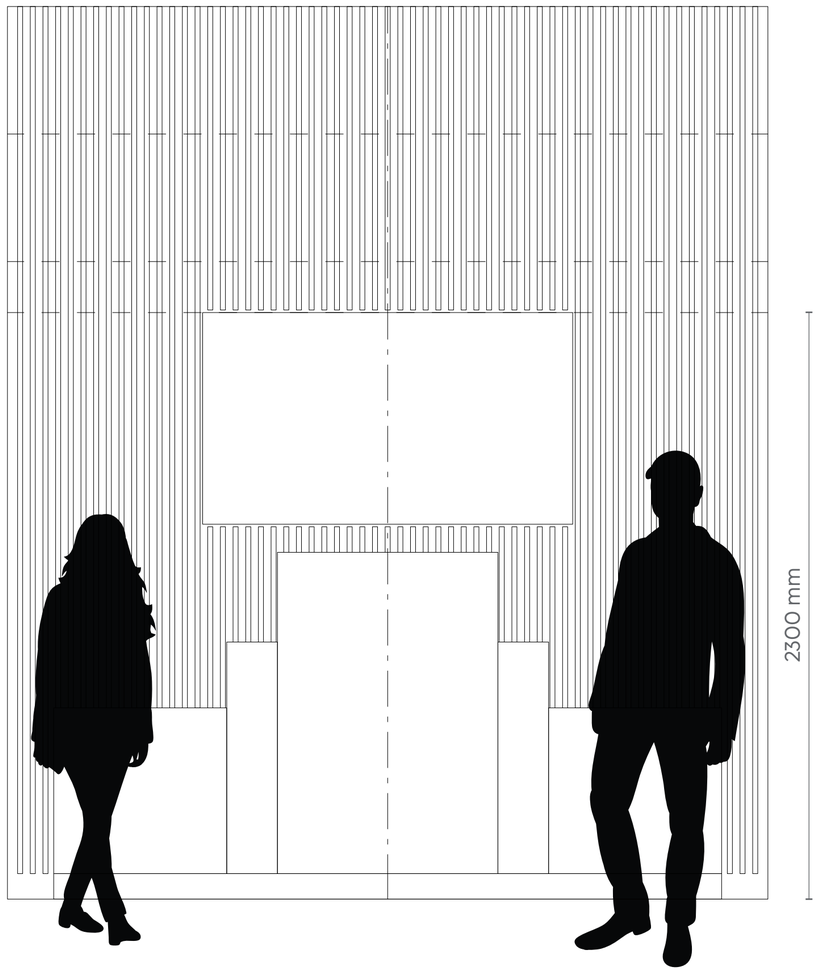
Top edge height from floor: 2300 mm

Note:
These are general recommendations; specific spaces may require adjustments.

Wall-mounted display



Cash desk – wall-mounted display



04

Spaces in the branch

Cash desk

Office

Vestibule/ATM lobby

04

Cash desk

1 Workplace number
2 Service description and branding

Cash desk

We equip the cash desk in accordance with the visualisation on the left.

Elements:

1 workplace number

2 branding

3 service description

- To make orientation easier, we mark the workplace with a number.
- For branding, we place the outline sign on the wall behind the cash desk.
- If a workplace description is required, the wall is equipped with text made of acrylic.

Cash desk

Workplace number

We mark the cash desk workplace with a number made of 5 mm clear acrylic, backed with the specified indigo-blue foil, onto which a thin layer (0.5 mm) of PVC is applied.
The entire element is affixed to the cash desk in accordance with the prescribed rules shown in the visualisation on the right.

Font: CocoSharp Bold

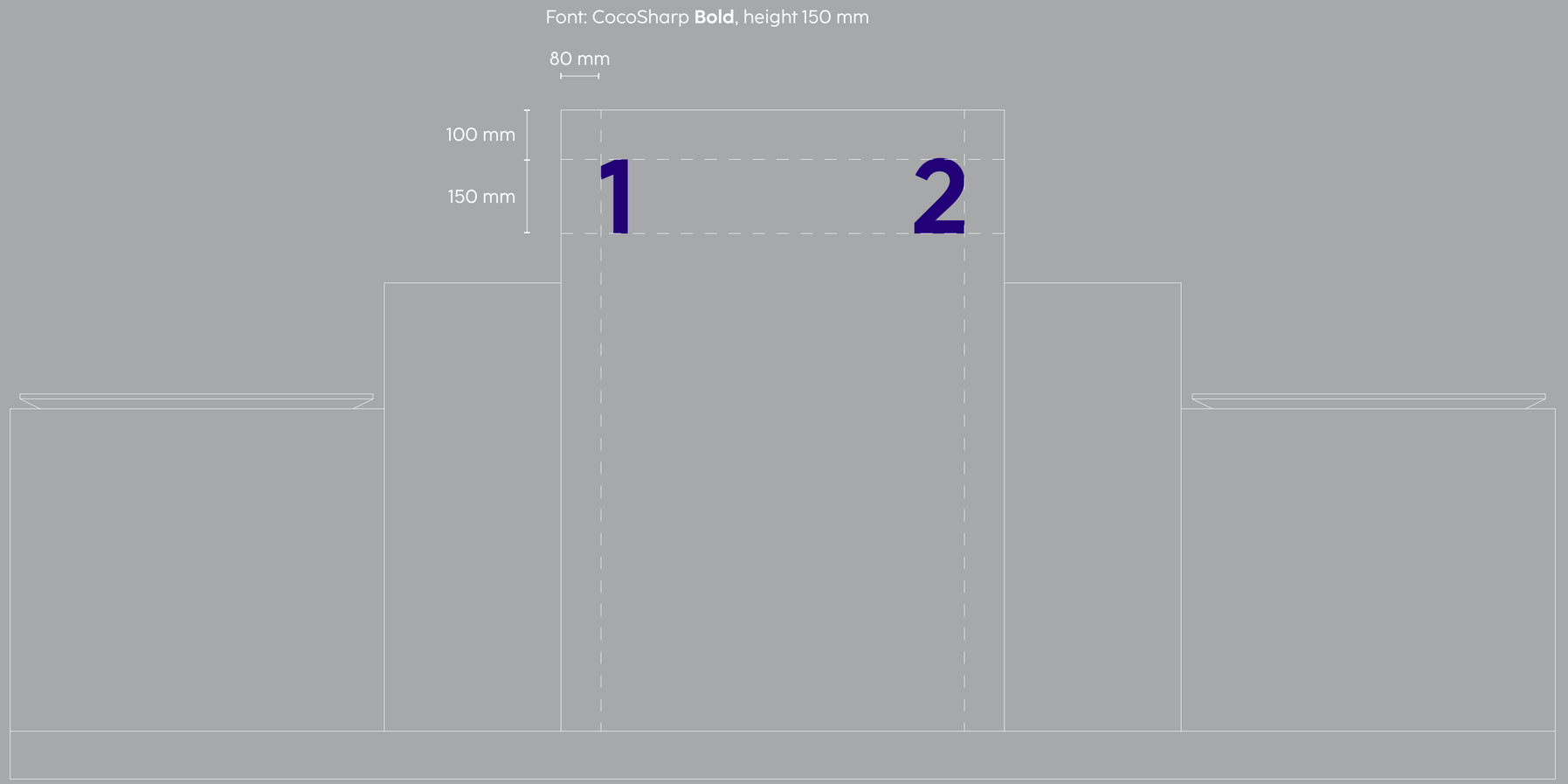
Number height: 150 mm

Material:

- 5 mm clear acrylic with HX20281B foil applied to the reverse side, backed with 0.5 mm PVC + double-sided adhesive tape.

Note:

For a flat cash desk, the number is not backed with PVC material.



Cash desk

Service description and branding

If needed, the wall behind the cash desk is equipped with acrylic text describing the type of service provided.

The top edge of the text is placed 2200 mm from the floor, and the height of each text line is 100 mm. If there are multiple lines, the spacing between them is 100 mm. All additional text lines are placed below the top one, following the same rule.

For easier installation, the text is mounted on transparent acrylic backing. It is offset from the wall with 20 mm spacers.

Font: CocoSharp Bold

Text heigh: 100 mm

Material:

- 5 mm transparent acrylic backing,
- white opaque acrylic letters 3 mm,
- 20 mm spacers.

Note:

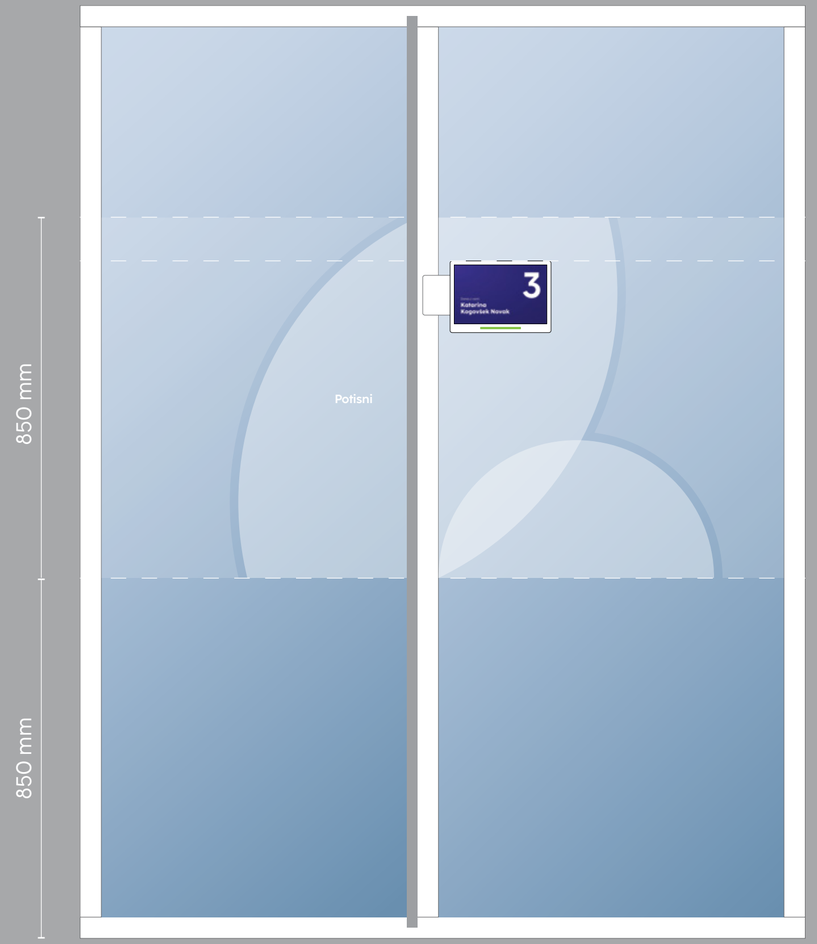
- These are general recommendations; specific spaces may require adjustments.
- The positioning of the text and outline sign is described on page 13.

04

Office

1 Signage with display
2 Signage with number and service description

Office



V1 – Signage with display

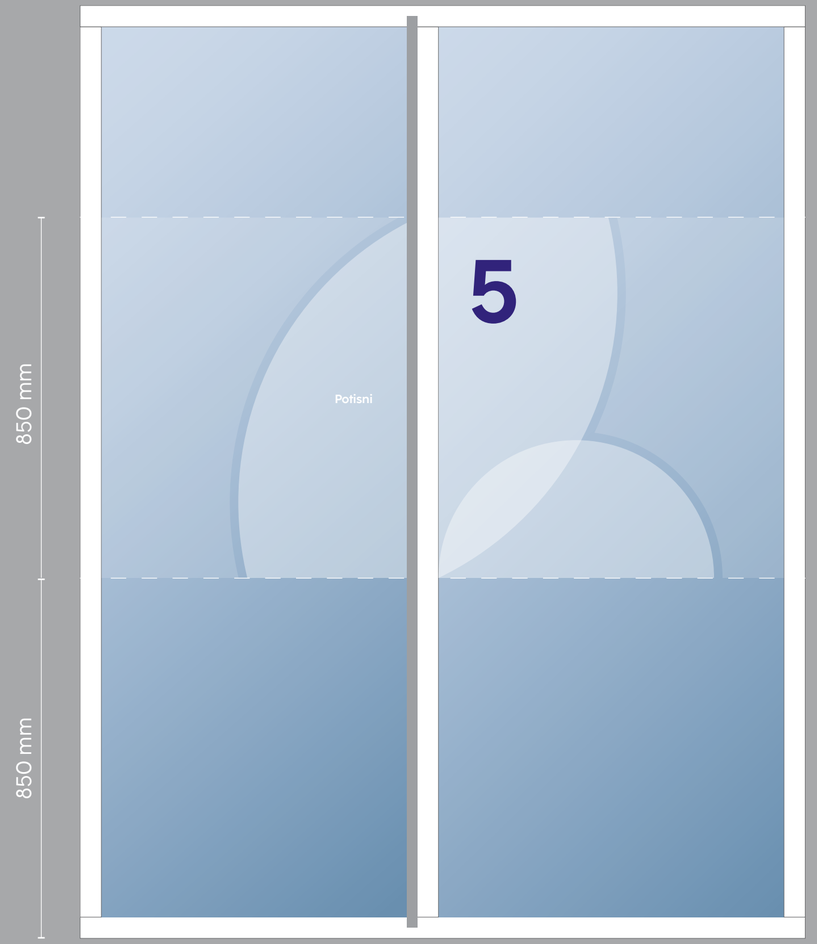
Signage in a digitalised branch.

V2 – Signage with number and description

Signage in a non-digitalised branch.

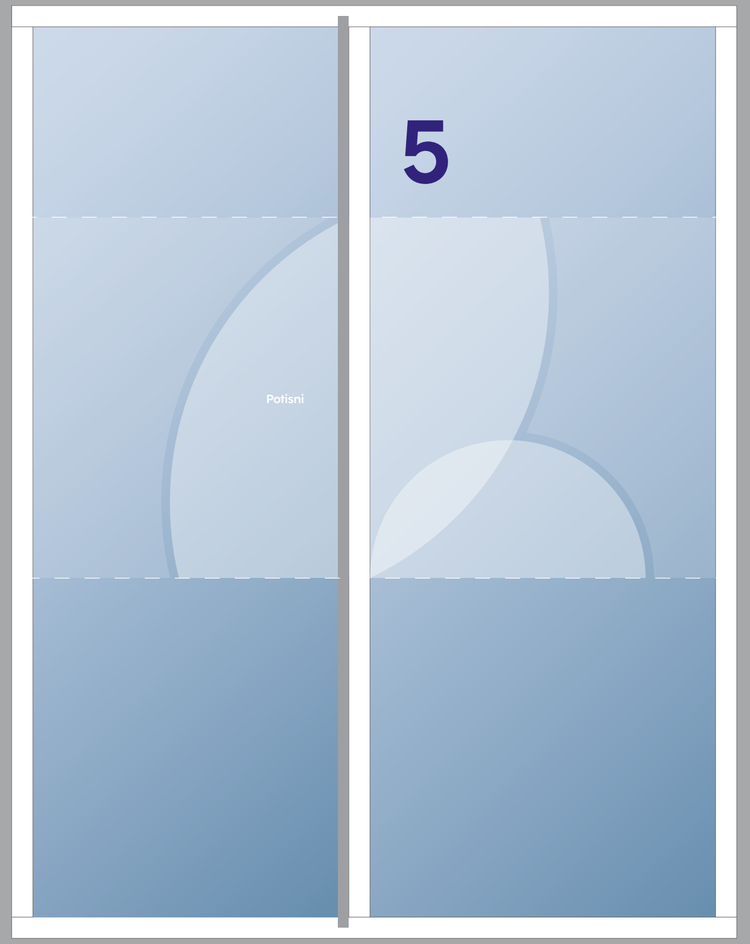
Office

Signage for large cash payout workplace



V1 – Signage with number

Signage in a digitalised branch.



V2 – Signage with number

Signage in a non-digitalised branch.

Office

Signage in a digitalised branch

Display workplace signage

We equip offices in accordance with the visualisation on the left:

1 display

2 sandblasted foil on glass surfaces

3 “Push” sign on door

- Display - the employee’s first and last name as well as the workplace number. Side LED indicators show the status of the workplace or advisor: green indicates the workplace is free, orange indicates it is occupied.
- Glass surfaces are fitted with sandblasted foil applied on both sides.
- Office doors are fitted with a “Push” sign.

Office

Signage with display

Sandblasted foil

- Mactac Glass Dekor 798-02, Dusted foil
- applied to the inner side of the glass surface

Sandblasted foil

- Mactac Glass Dekor 798-02, Dusted foil
- applied to the outer side of the glass surface

Foil

- White foil, MacTac 9829-00
- Font: **CocoSharp Bold, 80 pt**
- The “Push” sign is centered on the outer sandblasted foil, with an offset of 80 mm from the frame or handle.
- For white solid doors, the “Push” sign is made from grey foil Mactac MACal 9889-05 Gloss Traffic Grey.

Sandblasted foil – 1st layer

- Mactac Glass Dekor 798-02, Dusted foil
- applied to the outer side of the glass surface

Sandblasted foil

- Mactac Glass Dekor 798-02, Dusted foil
- applied to the inner side of the glass surface

Sandblasted foil – 2nd layer

- Mactac Glass Dekor 798-02, Dusted foil
- applied to the outer side of the glass surface

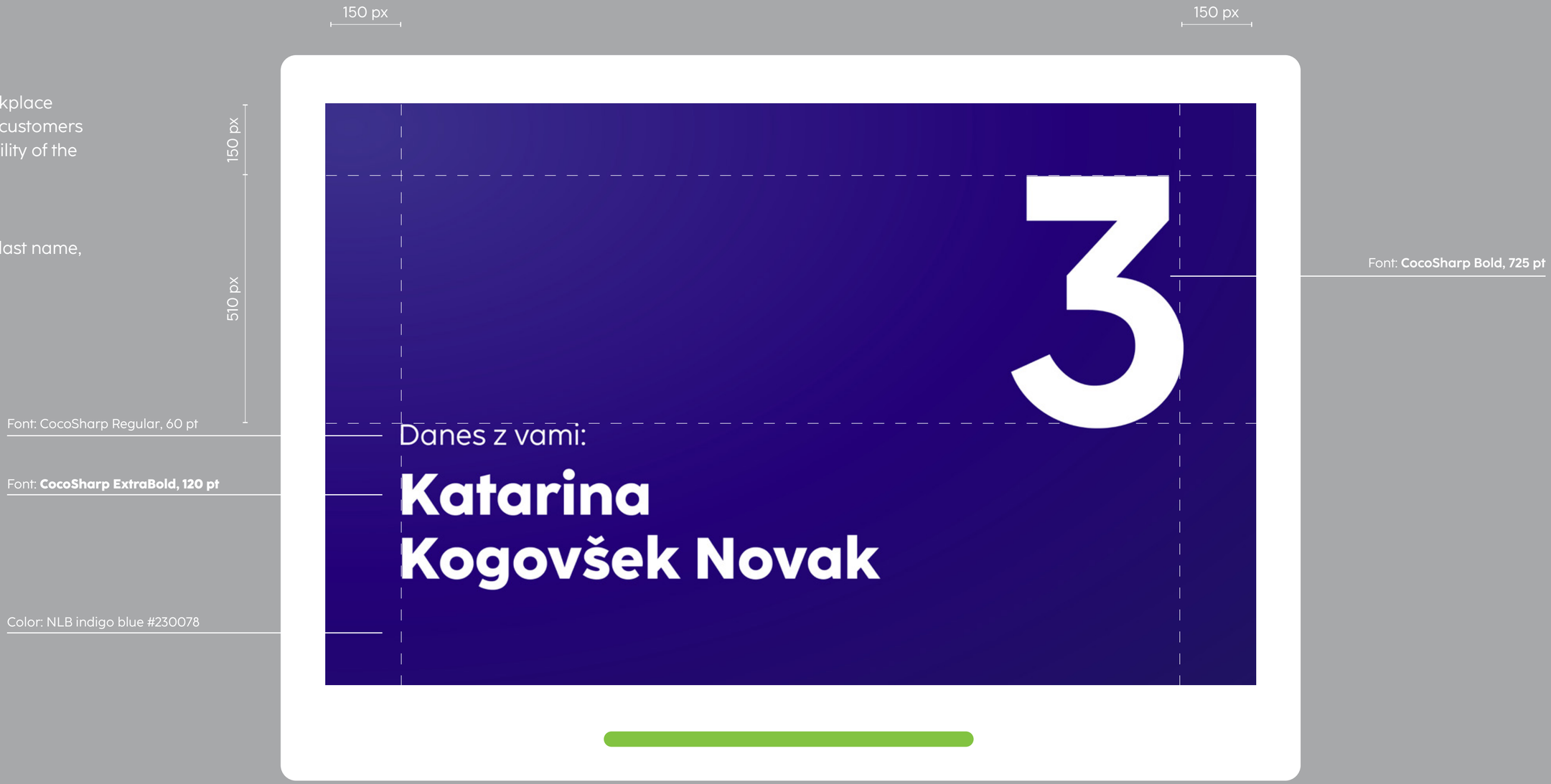
Office

Display 10.1”

The display is used for workplace signage and for informing customers about the status or availability of the advisors.

Data on the display:

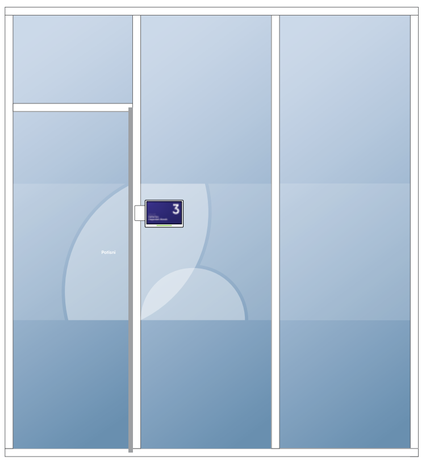
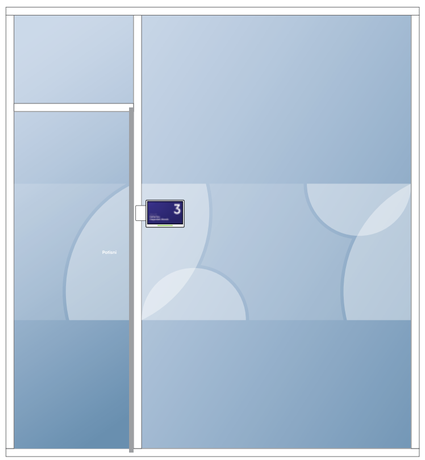
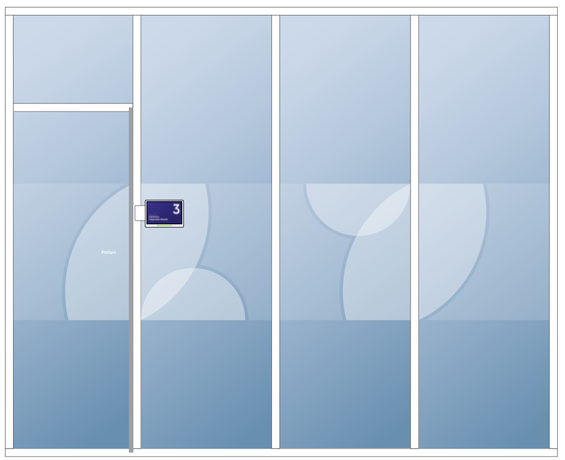
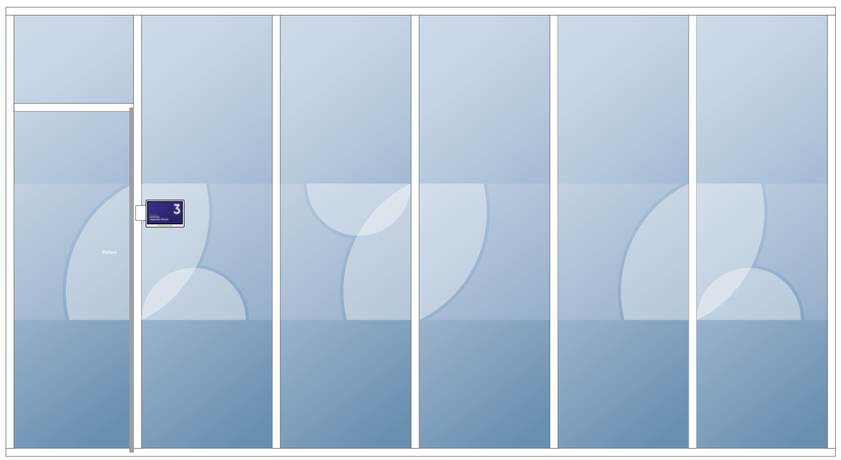
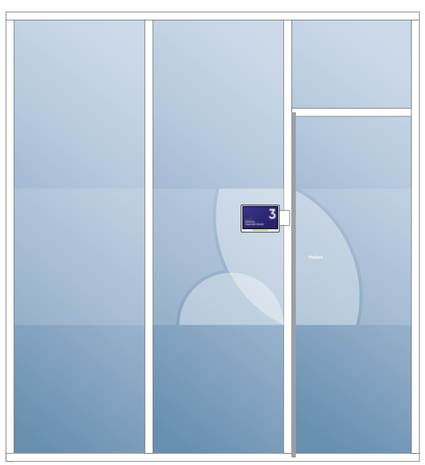
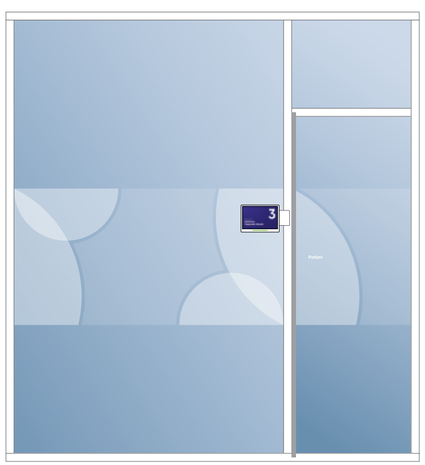
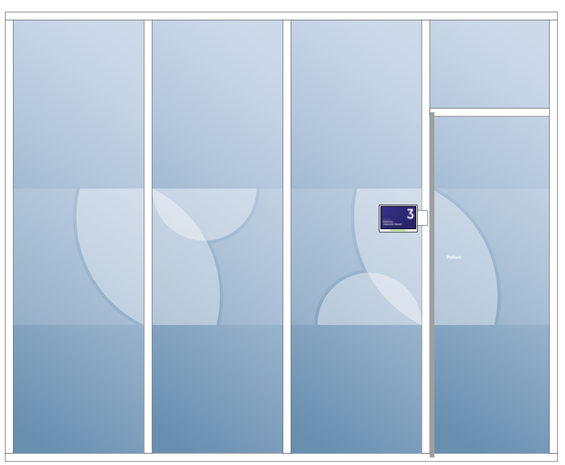
- the employee’s first and last name,
- the workplace number.



Office

Signage in a digitalised branch

Example drawings

Office

Signage with number

Large cash payout in digitalised branch

Sandblasted foil

- Mactac Glass Dekor 798-02, Dusted foil
- applied to the outer side of the glass surface

Foil

- White foil, MacTac 9829-00
- Font: **CocoSharp Bold, 80 pt**
- The “Push” sign is centered on the outer sandblasted foil, with an offset of 80 mm from the frame or handle.
- For white solid doors, the “Push” sign is made from grey foil Mactac MACal 9889-05 Gloss Traffic Grey.

Sandblasted foil

- Mactac Glass Dekor 798-02, Dusted foil
- applied to the inner side of the glass surface

Acrylic

- Transparent acrylic, 5 mm, backed with Hexis HX20281B foil + double-sided adhesive
- Font: **CocoSharp Bold**, number height 150 mm

Sandblasted foil – 1st layer

- Mactac Glass Dekor 798-02, Dusted foil
- applied to the outer side of the glass surface

Sandblasted foil

- Mactac Glass Dekor 798-02, Dusted foil
- applied to the inner side of the glass surface

Sandblasted foil – 2nd layer

- Mactac Glass Dekor 798-02, Dusted foil
- applied to the outer side of the glass surface

Office

Signage in a non-digitalised branch

Signage with number and service description

Workplaces are equipped according to the visualisation on the left:

1 workplace number

2 service description

3 sandblasted film on glass surfaces

4 “Push” sign on the door

- To make orientation easier, each workplace is marked with a number.
- Service descriptions next to the office doors clearly indicate the available services.
- Glass surfaces are fitted with sandblasted foil applied on both sides.
- Office doors are marked with the “Push” sign.

Office

Signage with number and service description

Sandblasted foil

- Mactac Glass Dekor 798-02, Dusted foil
- applied to the inner side of the glass surface

Sandblasted foil

- Mactac Glass Dekor 798-02, Dusted foil
- applied to the outer side of the glass surface

Foil

- White foil, MacTac 9829-00
- Font: **CocoSharp Bold, 80 pt**
- The “Push” sign is centered on the outer sandblasted foil, with an offset of 80 mm from the frame or handle.
- For white solid doors, the “Push” sign is made from grey foil Mactac MACal 9889-05 Gloss Traffic Grey.

Acrylic

- Transparent acrylic, 5 mm, backed with Hexis HX20281B foil + double-sided adhesive
- Font: **CocoSharp Bold**, number height 150 mm

Foil

- Indigo blue foil, Hexis HX20281B
- Font: **CocoSharp Bold, 80 pt**

Foil

- Grey foil, Mactac MACal 9889-05 Gloss Traffic Grey
- Font: CocoSharp Regular, 40 pt
- Leading: 55 pt

Sandblasted foil – 1st layer

- Mactac Glass Dekor 798-02, Dusted foil
- applied to the outer side of the glass surface

Sandblasted foil

- Mactac Glass Dekor 798-02, Dusted foil
- applied to the inner side of the glass surface

Sandblasted foil – 2nd layer

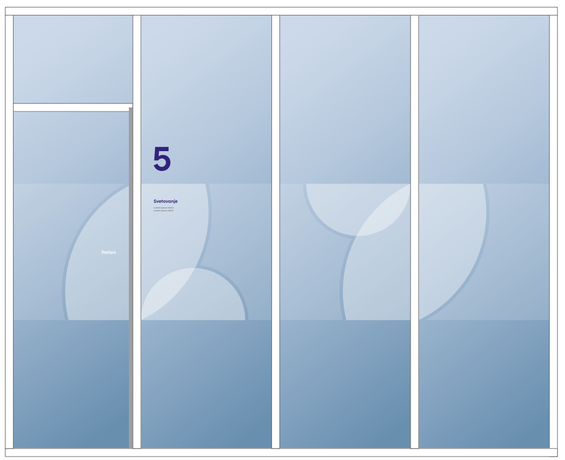
- Mactac Glass Dekor 798-02, Dusted foil
- applied to the outer side of the glass surface

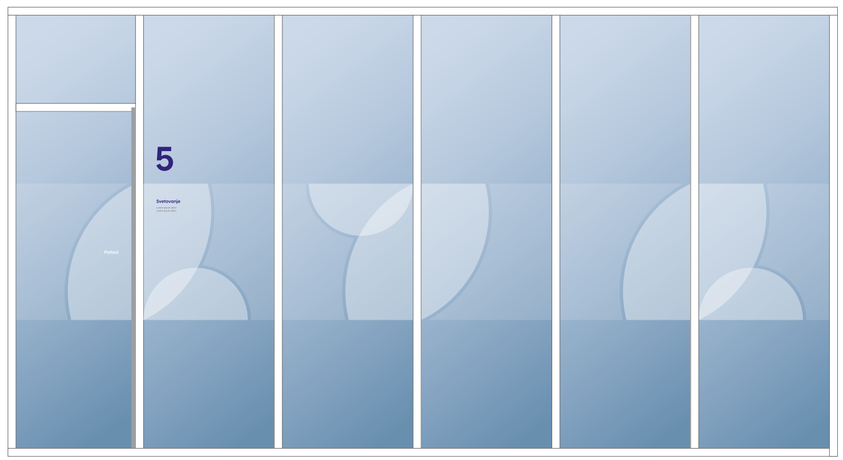
Note:
In the case of office signage for handling large cash payouts, only the number is applied to the glass surface.

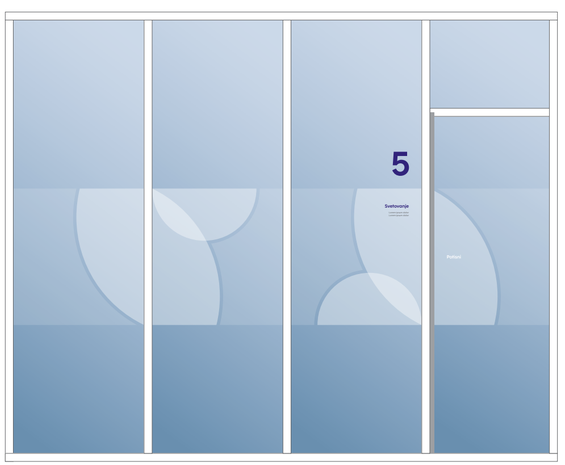
Office

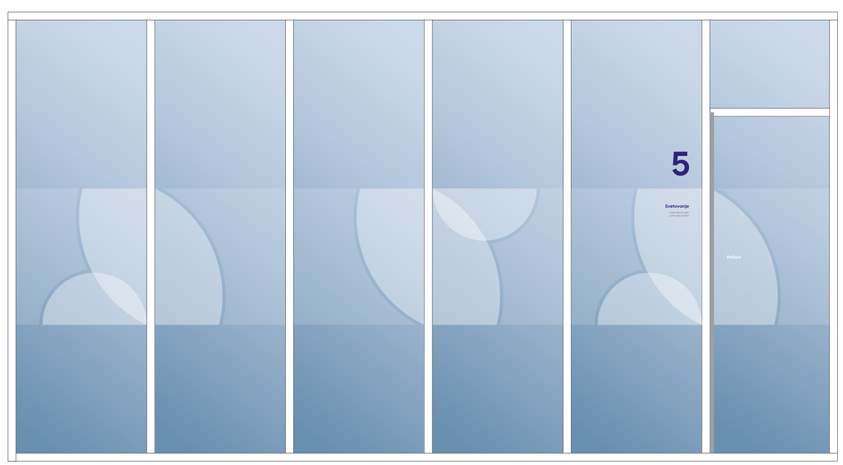
Signage in a non-digitalised branch

Example drawings









Office

Signage with number

Large cash payout in non-digitalised branch

Sandblasted foil

- Mactac Glass Dekor 798-02, Dusted foil
- applied to the inner side of the glass surface

Sandblasted foil

- Mactac Glass Dekor 798-02, Dusted foil
- applied to the outer side of the glass surface

Foil

- White foil, MacTac 9829-00
- Font: **CocoSharp Bold, 80 pt**
- The “Push” sign is centered on the outer sandblasted foil, with an offset of 80 mm from the frame or handle.
- For white solid doors, the “Push” sign is made from grey foil Mactac MACal 9889-05 Gloss Traffic Grey.

Acrylic

- Transparent acrylic, 5 mm, backed with Hexis HX20281B foil + double-sided adhesive
- Font: **CocoSharp Bold**, number height 150 mm

Sandblasted foil – 1st layer

- Mactac Glass Dekor 798-02, Dusted foil
- applied to the outer side of the glass surface

Sandblasted foil

- Mactac Glass Dekor 798-02, Dusted foil
- applied to the inner side of the glass surface

Sandblasted foil – 2nd layer

- Mactac Glass Dekor 798-02, Dusted foil
- applied to the outer side of the glass surface

04

Vestibule/ATM lobby

1 Vestibule without ATM
2 Vestibule with an ATM/ATM lobby
3 Vestibule with CDS
4 Schematic representation of elements

Vestibule

Without ATM

When the vestibule does not contain ATMs, it can be fitted out in various ways:

Wall equipment:

- One of the walls is equipped with an indigo blue surface with an outline sign or with a green wall (artificial greenery) with an outline sign,
- Another wall may be equipped with a communication message.
- A third wall can be fitted with wooden cladding to add warmth and a natural character to the space.

Decorative elements:

- If the indigo blue cover/background is selected, decorative ceiling elements can be added.
- If the wall is finished with greenery, no additional elements are needed.

Additional glass surfaces

If the vestibule includes an additional glass wall, it is fitted with a display 43” for displaying promotional content.

Vestibule/ATM lobby

With ATM

When the vestibule contains ATMs, it can be equipped in various ways:

Wall equipment:

- If the ATM wall is covered with an indigo blue background, the other wall remains neutral or is equipped with a communication message.
- The other wall can also be equipped with wooden cladding, adding warmth and a natural character to the space.
- If the ATM wall is equipped with ATM masks (and not with an indigo blue background), the other wall is covered with an indigo blue background, to which the outline sign is added as a recognisable branding element.

Decorative elements:

Decorative ceiling elements can be suspended from the ceiling.

Additional glass surfaces

If the vestibule includes an additional glass wall, it is fitted with a display 43” for displaying promotional content.

Vestibule/ATM lobby

With ATM

Example drawings

- ATM mask
- indigo blue ATM background
- indigo blue wall with outline sign
- communication message

- ATM mask
- indigo blue ATM background
- indigo blue wall with outline sign
- communication message

- indigo blue ATM background with outline sign
- wooden cladding
- communication message

- indigo blue ATM background
- indigo blue wall with outline sign
- dsplay 43”
- decorative ceiling element

- ATM mask
- indigo blue ATM background
- indigo blue wall with outline sign
- wooden cladding

- ATM mask
- indigo blue ATM background
- indigo blue wall with outline sign
- wooden cladding

- indigo blue ATM background with outline sign
- wooden cladding
- communication message

- indigo blue ATM background with outline sign
- wooden cladding
- display 43”
- decorative ceiling element

Vestibule/ATM lobby

With CDS machine

The CDS is designed as a small enclosed space within the vestibule, where customers can enter and complete their transaction in privacy.

The CDS area is located in a vestibule with an ATM; therefore, the same recommendations for ATM vestibules apply.

Doors and glass surfaces of the CDS area:

- The doors and glass surfaces are fitted with a sandblasted film strip, applied to the inside of the glass. The bottom edge of the strip is positioned 600 mm above the floor, and the top edge at 1800 mm.
- The door features a sign made of transparent acrylic, backed with indigo blue film. The CDS sign height is 100 mm.

Vestibule/ATM lobby

With CDS machine

Sandblasted film

- Mactac MACAL Glass Decor 798-01

Acrylic

- Transparent acrylic, 5 mm, backed with indigo blue foil Hexis HX20281B + double-sided adhesive
- Font: **CocoSharp Bold**, number height 100 mm

Foil

- White foil, MacTac 9829-00
- Font: **CocoSharp Bold, 80 pt**
- The “Push” sign is centered and applied to the outer sandblasted foil, with an offset of 80 mm from the frame or handle.

Vestibule/ATM lobby

ATM mask

Vestibule/ATM lobby

ATM mask

The ATM mask can be made in two ways:

- polycarbonate mask
- PVC mask

Polycarbonate

HC polycarbonate, 8 mm thick, is printed on the reverse side. The area of the ATM light panel symbol is left unprinted, allowing the removal of the illuminated symbol sticker and creating a unified and modern appearance of the ATM.

If needed, the front housing of the ATM is covered with white foil. For installation and to cover the existing ATM frame, an additional frame is made from white PVC matching the thickness of the ATM frame. This frame is mounted onto the surface surrounding the ATM.

Note:

For maintenance purposes, the surface beneath the mask is covered with indigo blue foil.

Vestibule/ATM lobby

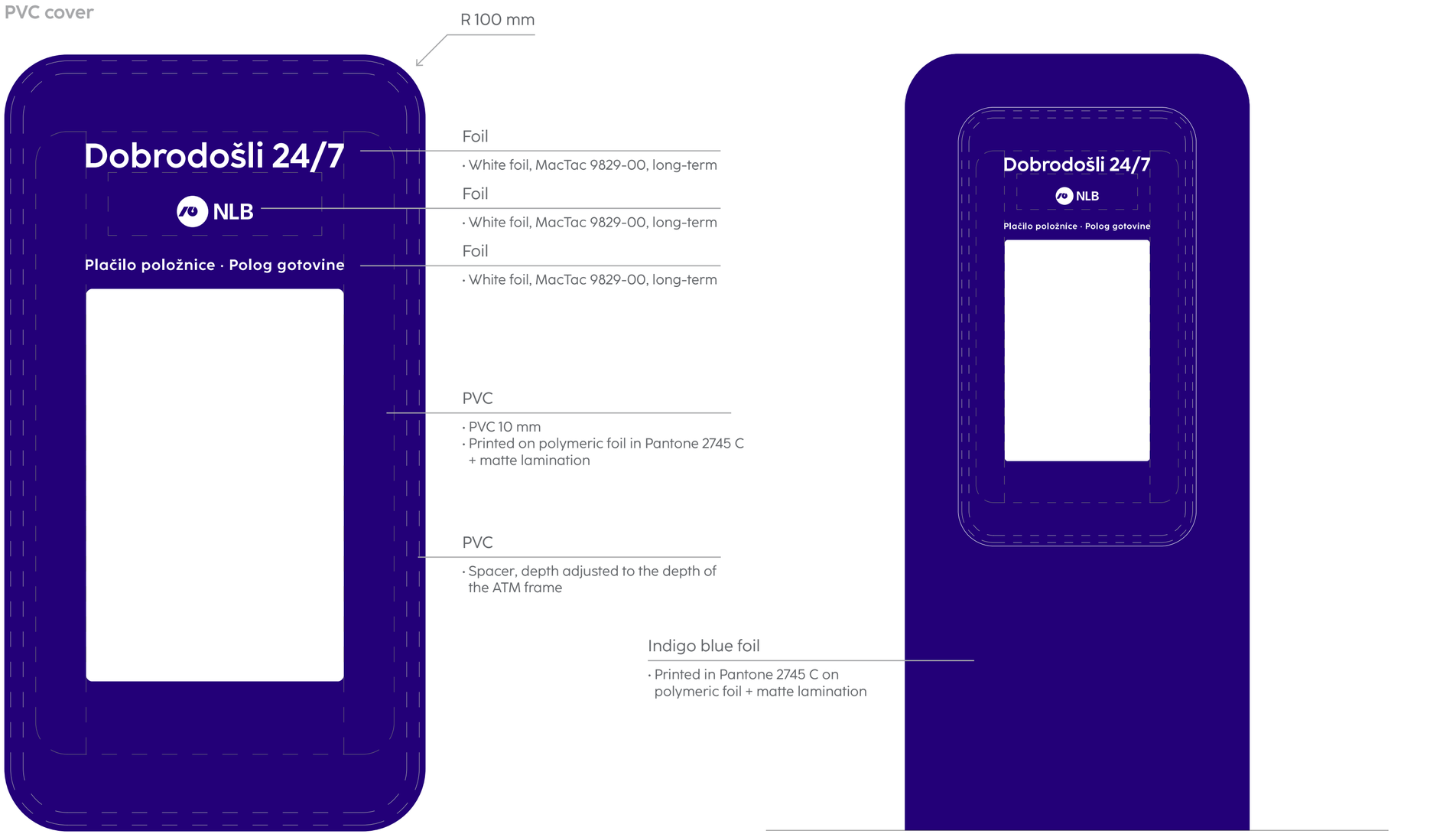
ATM mask

PVC

The PVC mask is made entirely of PVC material. A printed film is applied to its front side, additionally complemented with elements made of white foil.
The PVC mask includes a spacer, manufactured in the same way as the polycarbonate mask.

Note:

For maintenance purposes, the surface underneath the mask is covered with indigo blue foil.



Vestibule/ATM lobby

Decorative ceiling element

Vestibule/ATM lobby

Decorative ceiling element

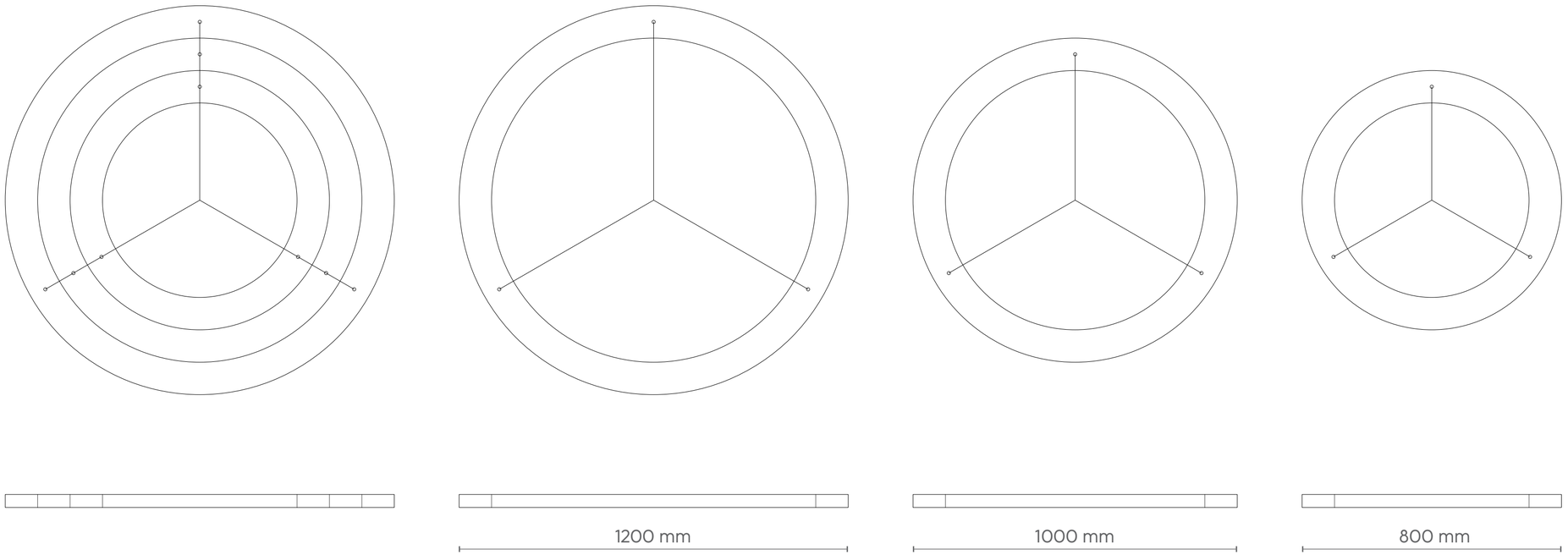
The element is made of PVC, with a total thickness of 19 mm, incorporating an aluminium substructure with hangers. Artificial greenery is attached to the top side of the circle, creating the effect of natural foliage.

Installation

- The circle is suspended from three points, converging into a single hanging point on the ceiling.
- It is fixed to the ceiling using a system that ensures safety and stability.
- The lowest point of the circle must be no less than 2500 mm above the floor.

Materials

- PVC 19 mm with integrated aluminium substructure and hangers + steel wire
- Artificial greenery

Sizes

- Large: Ø 1200 mm
- Medium: Ø 1000 mm
- Small: Ø 800 mm