

A decorative border at the top of the page features a repeating pattern of white line-art icons on a blue background. The icons include a document, a price tag, a puzzle piece, a magnifying glass, a smartphone, a document with lines, a speech bubble, a target with an arrow, a gear, a pie chart, an envelope, a thumbs up, a lightbulb, a clock, a checkmark, and a presentation board with a line graph.

# ATOMY LIFESTYLE CENTRE GUIDEBOOK

## 艾多美生活中心手册

# Table of contents

## 目录

- Introduction 介绍
- Lifestyle Centre Procedure 生活中心程序
- Approval Condition 批注条件
- Notice 通告
- Interior & Exterior Guide 内部与外部设计标准





# Introduction

## 介绍

# Introduction 介绍



## What is the responsibilities of Lifestyle Centre? 生活中心负责些什么？



Product Suggestion  
产品建议



Member Management  
会员管理

Sales Training  
销售培训



Pickup Point  
产品自取地点



Introduction

介绍

## Lifestyle Centre 生活中心

Lifestyle Centre is responsible for providing accurate and up-to-date product information and advice. Besides, lifestyle centre is the place to serve as a pickup point of members' orders.

生活中心负责提供准确和最新产品信息与建议。此外，生活中心是会员自取订单的地方。

**“Lifestyle Centre is set up for educational purpose, meeting point and product receiving point only NOT for trading purpose”**

**“生活中心成立于教育用途，会议点和产品接收点，  
不仅仅是为了交易目的”**

# Introduction

## 介绍

### FAQ

## Q : How frequent should we conduct seminars in our Lifestyle Centre?

A: As needed. The frequency of seminars of the Lifestyle Centre is subjected to the decision of centre leader, but, they need to report their scheduled seminars to the company because we are maintaining a monthly calendar for this. Further, the company may give some presentations or VOD's that can be useful to their seminars.

## Q：生活中心应该多久进行一次研讨会？

如所须。生活中心研讨会的频率受到中心领导的决定，但由于维护每月一次的日历，他们需要向公司报告预定的研讨会。此外，该公司可能会提供一些可能对其研讨会会有用的演示文稿或VOD。



# Lifestyle Centre Procedure 生活中心程序



# Steps to open the Centre

## 开生活中心的步骤

Lifestyle Centre Procedure

生活中心程序

Prepare Centre  
according to the  
manual  
根据手册准备

Approved to open  
the Centre  
(Temporary/ General)  
批准营业中心  
(暂时/一般)

Contract  
合约

# Notice 注意

Centre Location  
中心地点

## Lifestyle Centre Procedure 生活中心程序

1. Find a suitable location to set up Lifestyle Centre  
找适合营业中心的地点
2. Make plans for opening Lifestyle Centre  
做好营业计划  
(Area, Take photograph of Lifestyle Centre for both inside and outside)  
(地区, 中心内和外的照片)
3. Submit detailed information about Lifestyle Centre to the company  
提供有关生活中心的详细信息给公司
4. In case the request is approved  
要求批准后
5. Submit application form for set up Lifestyle Centre  
提交报名表格
6. Decorating the Lifestyle Centre  
设计与装潢中心
7. Let the company investigate your Lifestyle Centre decoration  
公司检查中心装潢
8. Official open of the Lifestyle Centre  
正式营业生活中心



# Approval Condition

## 批准条件

Approval  
Condition  
批准条件

There are 2 types of Lifestyle Centre  
两种生活中心



Temporary Lifestyle Centre  
暂时中心 - 6个月  
(6 Months)



General Lifestyle Centre  
一般中心 - 1年  
(1 Year)

# Approval Condition 批准条件

## 1. Conditions for Temporary Lifestyle Centre 暂时中心条件

- Applicant must be certified by Leader clubs  
申请人必须通过领导俱乐部的认证
- Applicant must gain at least 700,000 PV of Personal PV and 4,300,000 PV of Downline PV  
申请者至少需70万个人PV与430万下线PV

**\*At least one of above conditions** 其中之一条件

## 2. Conditions for General Lifestyle Centre 一般中心条件

Applicant must maintain the position of Sales Master or above for 3 times within 6 months before set up General Lifestyle Centre

申请者在6个月内至少要保持 3 次销售大师



# Notice for opening a Lifestyle Centre

营业生活中心必须注意

# Notice

## 注意

Commercial Registration  
商事登记

1. The centre leader will be responsible in obtaining the necessary government permits to operate the centre on behalf of a person or corporate from a government agency under the following purpose (Providing consulting services, consulting and training services on maintenance health, beauty, business administration, commerce included manufacturing, marketing and distribution). The company will provide a certification to prove that the branch is an authorized Lifestyle Centre.

1. 中心负责人将负责获得必要的政府许可证，代表一个或多个政府机构的人员或公司在以下目的下运行中心（提供维护健康，美容，工商管理，商业咨询服务，咨询和培训服务包括制造，营销和分销）。该公司将提供证明，证明该分公司是授权的生活中心。

# Notice

## 注意

---

Returns to Training  
培训回报

2. General commission and centre commission will be paid separately.

一般佣金和教育佣金将分别支付。

### Payment method for Lifestyle Centre 生活中心付款方式

- General Person : Transfer to personal bank account  
一般人：转账到个人银行账户



# Notice

## 注意

Trading within the Centre  
中心内交易

3. Trading is NOT allowed in Lifestyle Centre (cannot buy and sell product).

Lifestyle Centre is set up for educating people about the company and the products and also, set up as a product receiving point so that people can receive product faster.

3. 生活中心不允许进行交易（不能买卖产品）。生活中心的设立是为了教育人们关于公司和产品，并设置为产品接收点，以便人们能够更快地获得产品。

# Notice

## 注意

Centre Location

中心地点

4. The location of Lifestyle Centre must not be set up in a place originally for residential purpose , shopping mall or first floor of a property.

4. 生活中心的地点不得设置在原来用于住宅用途，商场或财产一楼的地方。

# Notice 注意

Centre Location  
中心地点



## Commercial Building 商业大厦

### Appearance 外表

- Close to road 靠近马路
- 3 floors (normally) 通常3层楼

### Condition 条件

- Can be used for Lifestyle Centre but ground floor is not allowed  
可以设为中心地点，但不能在一楼

# Notice

## 注意

Centre Location

中心地点



## Shopping Mall 商场

### Appearance 外表

- Department store, trading area  
百货公司，加以地区

### Condition 条件

- Not allowed to use as Lifestyle  
Centre  
不允许营业生活中心



# Notice

## 注意

Centre Location  
中心地点

## Limitations of Set up Lifestyle Centre 设立生活中心的限制

1. Not allowed to set up Lifestyle Centre in shopping mall  
不允许设立在商场内
2. Not allowed to use your residence as Lifestyle Centre (condominium, apartment, etc.)  
Because it may disturb neighbours  
不允许设立在住宅区（例：公寓）因为会影响邻居
3. Ground floor (close to road) is not allowed to use as Lifestyle Centre  
不允许在大厦一楼设立
4. The size of Lifestyle Centre should be 80 - 300 sqm<sup>2</sup> (25 - 90 pyeong)  
中心大小应该设置在 80 - 300sqm<sup>2</sup> 的范围内
5. Interior and exterior decoration, please refer to the provided guideline  
室内与室外装潢必须按照手册规定



# Centre Decoration Interior & Exterior Guide 中心装潢规定

# Centre Decoration 中心装潢

Interior & Exterior  
室内与室外

“ Company has provided standard guideline for decorating Lifestyle Centre. Sample pictures of signboard, banner, outer door sheet, poster and name card are also provided in the guideline. Moreover, product (POP) should be displayed inside the centre only and trading in Lifestyle Centre is strictly not allowed ”

“公司为装修生活中心提供了装潢标准。生活中心手册还提供了招牌，横幅，外门板，海报和名片的照片。此外，产品展示应仅显示在中心内，严格禁止在生活中心进行交易”

# Centre Decoration 中心装潢

Exterior 室外

**External Signage** is very important in showing the Atomy Imagery. Hence, everyone should follow the regulations when installing the signage which include a specific size and color combinations. There are two design choices that we recommend for the banner, TYPE A uses a blue background (Pantone 2995C) and white font color. For TYPE B, it's white background and uses a blue font color (Pantone 2995C).

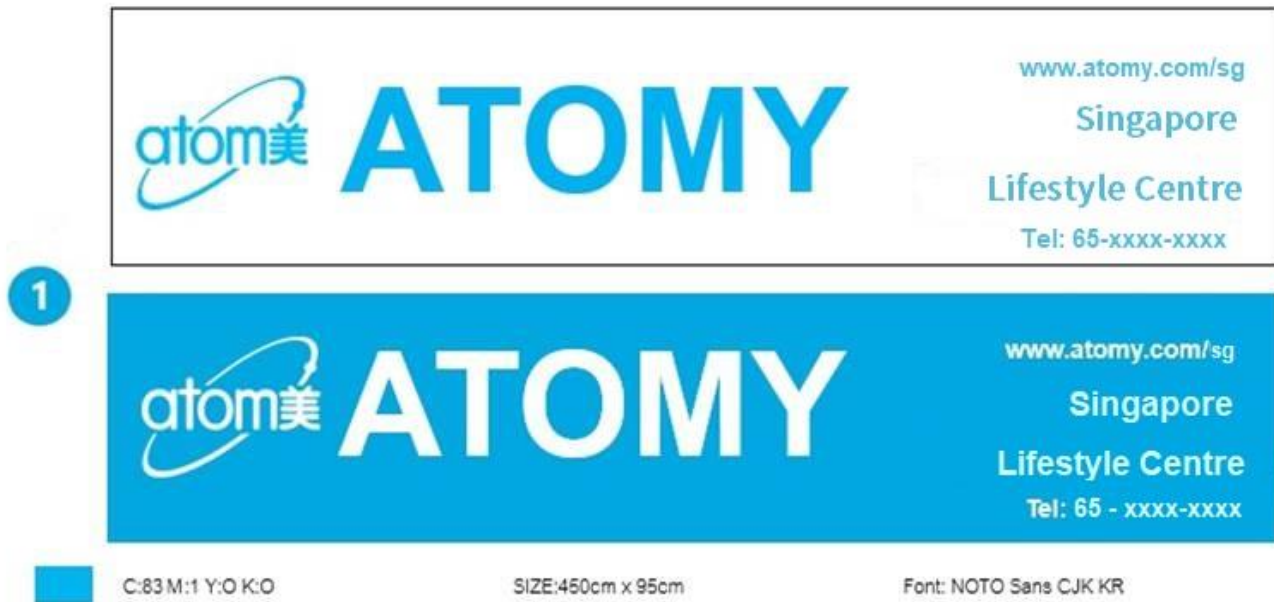
外部标牌对于显示艾多美品牌形象非常重要。因此，安装包含特定尺寸和颜色组合的标牌时，每个人都应遵守规定。有两种设计选择，我们推荐的横幅，TYPE A使用蓝色背景（Pantone 2995C）和白色字体颜色。对于TYPE B，它是白色背景，并使用蓝色字体颜色（Pantone 2995C）。



# Centre Decoration 中心装潢

Exterior 室外

## Atomy Signboard 艾多美招牌 (Type A)



**NOTE :** The signboard design above serves as a general guide. As requirements varies by state, therefore please refer to Atomy Co.Ltd Marketing Department for your design before proceed further. AI file will be provided to approved centres.

**注意：** 以上图片的招牌设计作为一般的标准。由于要求因国家而异，因此请在进一步进一步了解Atomy Co. Ltd市场部进行设计。 AI文件将提供给认证中心。

# Centre Decoration 中心装潢

Exterior 室外

## Atomy Signboard 艾多美招牌 (Type B)



**NOTE :** The signboard design above serves as a general guide. As requirements varies by state, therefore please refer to Atomy Co.Ltd Marketing Department for your design before proceed further. AI file will be provided to approved centres.

**注意：** 以上图片的招牌设计作为一般的标准。由于要求因国家而异，因此请在进一步进一步了解Atomy Co.Ltd市场部进行设计。AI文件将提供给认证中心。

# Centre Decoration 中心装潢

Exterior 室外

## Atomy Signboard 艾多美招牌 (Type C)



**NOTE:** The signboard design above serves as a general guide. As requirements varies by state, therefore please refer to Atomy Co.Ltd Marketing Department for your design before proceed further. AI file will be provided to approved centres.

**注意：**以上图片的招牌设计作为一般的标准。由于要求因国家而异，因此请在进一步进一步了解Atomy Co.Ltd市场部进行设计。AI文件将提供给认证中心。

# Centre Decoration 中心装潢

Exterior 室外

## OUTER DOOR SHEET 外门面

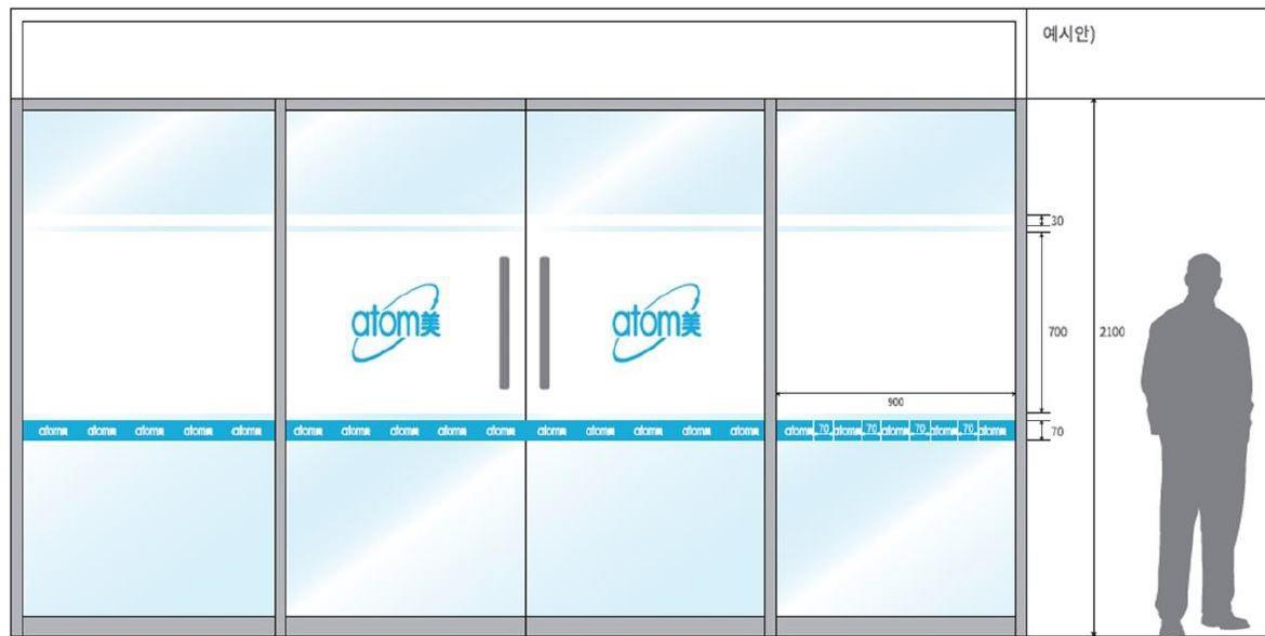
When making a color for outer door sheet, it is recommended to have a translucent finish with the exclusive Atomy logo maintain a simple and minimalist design. If it is necessary, the size of the door can be adjusted but make sure to comply with the regulations.

当为外门板制作颜色时，建议使用独特的艾多美徽标进行半透明的表面处理，简洁而简约。如果有必要，可以调整门的尺寸，但要确保符合规定。

# Centre Decoration 中心装潢

Exterior 室外

## Entrance of Lifestyle Centre 生活中心入口



APP. Pantone 2995C Sheet FIN  
APP. Translucence Sheet FIN.

Material 材料 : Fog 霧/Translucent 半透明  
Size 尺寸 : 400MM Above Horizontal Stage

# Centre Decoration 中心装潢

Interior 室内

## INTERNAL BANNER 内部横幅

As the name suggests, the use of internal banner is for Lifestyle Centre's premises only. It is better to install it above the center of the stage for better visibility and to maintain the corporate image.

顾名思义，内部横幅的使用仅适用于生活中心的场所。最好将其安装在舞台中心之上，以便更好地了解并维护企业形象。

# Centre Decoration 中心装潢

Interior 室内

## Suggested Wall Colors 建议的墙壁颜色



**Note :** This above serves as guide for the theming of Lifestyle Centre which includes the exact measurements, color combinations, font, font size, and sample look for compliance. These collaterals shall be produced by the centre.

**注意：** 以上作为生活中心主题的指导，其中包括准确的测量，颜色组合，字体，字体大小和样品外观符合性。这些货物由中心生产。

# Centre Decoration 中心装潢

Interior 室内

## Chairs 椅子



WHITE 白



BLUE 蓝



BLACK 黑

**Note:** You can use any type of chair for the centre but we require you to standardise the colour of the chairs. Please refer to the above colour requirements.

**注意:** 您可以使用任何类型的椅子，但我们要求您使用标准化的椅子的颜色。请参考上述颜色要求。



# Centre Decoration 中心装潢

Interior 室内

## INTERNAL POSTERS 内部海报

Internal posters included the company motto, vision and mission of the company, the role of Lifestyle Centre, the mission statement of the Lifestyle Centre as well as its code of ethics. For some details like the company motto, vision and mission. You may check our website ([www.atomy.com/sg](http://www.atomy.com/sg)) and download the copy on the resources folder. Using your own format is strictly prohibited.

内部海报包括公司的座右铭，愿景和使命，生活中心的角色，生活中心的使命宣言及其道德准则。对于一些细节，如公司的座右铭，愿景和使命。您可以查看我们的网站（[www.atomy.com/sg](http://www.atomy.com/sg)）并下载资源文件夹中的副本。严格禁止使用您自己的格式。

# Centre Decoration 中心装潢

Interior 室内

## Poster 海报



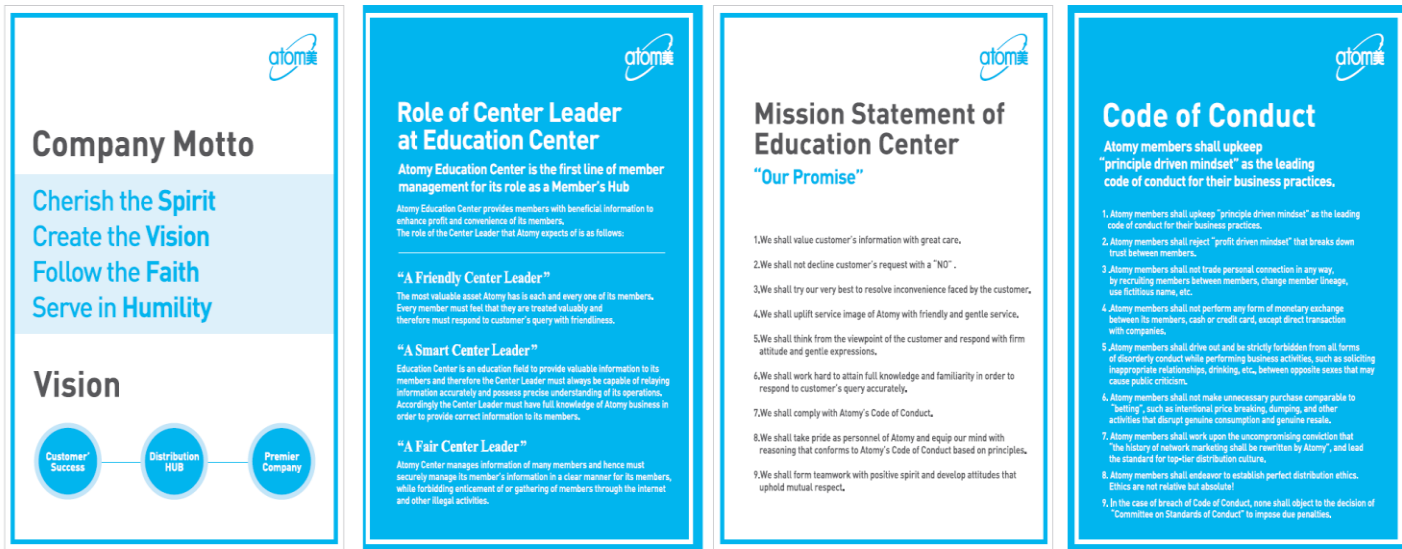
**Note :** Poster will be provided by the company to approved centre.

**注意：** 公司将会提供海报给被皮装的中心

# Centre Decoration 中心装潢

Interior 室内

## Poster 海报



Note : Poster will be provided by the company to approved centre.

注意： 公司将会提供海报给被皮装的中心

# Centre Decoration 中心装潢

## Frequently Asked Qns 常见问题

**Q : Do the company require a minimum number of LCD/ Laptops/ TV/ Projector per Lifestyle Centre?**

**A :** The company does not require any minimum the number of equipment that will be used by the Lifestyle Centre. This decision is based on the centre's discretion. They are free to decide on the number/brand/type of equipment, which they think will be beneficial for the respective members.

**Q: 公司有限制在一个生活中心内最少需要多少数量的LCD /笔记本电脑/ 电视机 /放映机吗?**

**A:** 该公司没设定生活中心必须使用设备的最少数量。这个决定是基于中心的决定。他们可以自由地决定设备的数量/品牌/类型，他们认为这将有利于各自的成员。

# Centre Decoration 中心装潢

---

## Business Cards 商业名片

Business cards are used to introduce yourself and Atomy to all the members and future members. It is the basic medium for communication and must be presented well that's why a standard formatting is given – specific font type, font size, and scale. If your contact details are long, spacing and size can be adjusted as long it does not affect the total image of your card. Do not use designations in your name to avoid confusion with other members.

名片用于向所有成员和未来成员介绍自己和该公司。它是沟通的基本媒介，必须很好地呈现，这就是为什么给出标准格式 – 特定的字体类型，字体大小和尺度。如果您的联系方式很长，间距和尺寸可以随时调整，不会影响您的卡的总体形象。不要用你的名字来避免与其他成员混淆。

# Centre Decoration 中心装潢

## Business Cards 商业名片



# Centre Decoration 中心装潢

## Business Cards 商业名片



### Font Used 使用字体

Name 姓名

Contents 内容

Notosans Korean

Notosans Korean

(Bold)

(Regular)

Size 大小 : 25pt

Size 大小 : 20pt

Horizontal scale : 95%

Horizontal Scale : 95%

Tracking : -20

Tracking : - 20

### Content 内容

Lifestyle Centre Name 中心姓名:

Address 地址: Number 号码/ Fax Number 传真号/ Mobile Number手机号码 / Email Address 电邮地址



# THANKS!

# 谢谢！

Contact Details 联络方式:



65 6659 2278



[www.facebook.com/AtomySGP](https://www.facebook.com/AtomySGP)



[sg.atomy@atomy.com.sg](mailto:sg.atomy@atomy.com.sg)



[www.atomy.com.sg](https://www.atomy.com.sg)