E-Mail Signature Block Guidance

EMAIL SIGNATURE BLOCK GUIDELINES

EMPLOYEE NAME   11-pt. Calibri BOLD, all caps

Employee Title   9-pt. Calibri italic (4-pt. spacing after)

Missouri Department of Transportation   11-pt. Calibri BOLD, upper and lowercase

District - Division   10-pt. Calibri, upper and lowercase

District Address

(###) ###-####

(###) ###-#### (mobile)

Work Schedule

www.modot.org

• **NO** background colors, stationary templates or font colors besides black or the blue shown above.

• **NO** college logos, private business logos or inspirational messages are to be displayed or attached. Employees do have the option to include MoDOT-related logos and statements (i.e., Buckle Up Phone Down logo, MoDOT logo or MoDOT's mission statement).

• Employees have the option (but are not required) to include information such as preferred personal pronouns or name pronunciation information in their email signature.