

## E-Mail Signature Block Guidance

- In order to comply with the provisions of Personnel Policy 2503, “Communications and Information Systems” all email signatures must comply with the following requirements:
  - Do not use background colors, stationary templates or font colors other than black, or the blue shown in the samples below.
  - No college logos, private business logos or inspirational messages are to be displayed or attached. **No exceptions will be allowed.** Employees do have the option to include MoDOT related logos and statements (i.e., Buckle Up Phone Down logo, MoDOT logo, or the MoDOT Mission Statement) and the Missouri or U.S. Flag.
  - Employees have the option (but are not required) to include information such as preferred personal pronouns or name pronunciation information in their email signature.
- In order to be more consistent in our departmental communications, provided are some examples that are acceptable but the exact font, size of font, style, etc. is not required as long as the items above are met:

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**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 lower case

District - Division

10-pt. Calibri, upper and lower case

District address

Phone

Phone (mobile)

Work Schedule

[www.modot.org](http://www.modot.org)

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**JANE DOE, P.E.***Traffic Studies Specialist***Missouri Department of Transportation**

Central Office – Highway Safety and Traffic  
830 MoDOT Drive, Jefferson City, MO 65102  
573-526-1234 or 573-508-5678 (mobile)  
Monday – Friday 7:30 a.m. to 4:00 p.m.  
[www.modot.org](http://www.modot.org)   [www.savemolives.com](http://www.savemolives.com)

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**JOHN SMITH***Customer Service Representative***Missouri Department of Transportation**

Central District – Communications  
1511 Missouri Blvd., Jefferson City, MO 65102  
573-526-1234 or 573-508-5678 (mobile)  
Monday – Friday 7:30 a.m. to 4:00 p.m.  
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*Our mission is to provide a world-class transportation system that is safe, innovative, reliable and dedicated to a prosperous Missouri.*

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