To further our efforts toward strengthening our brand and message, and to ensure that all correspondence sent on behalf of Apollo Mechanical Contractors portrays a unified and professional image, please use the following guidelines when creating email signatures.

Email messages sent from an Apollo Mechanical Contractors account, either on a computer, or mobile device should include a signature that contains the following information:

* + Sender’s full name
	+ Division/Location
	+ Sender’s title
	+ Sender’s mobile and / or office direct number
	+ Company Name

The above information should be presented in Arial 11 pt. font (font may be made smaller to fit as appropriate), in the following format:

Theresa Buckendorf

*Corporate Marketing and Communication Manager* | Mobile: 509-333-3333 | Office: 509-222-2222

**Apollo Mechanical Contractors**

Please refrain from adding logos, graphics, links, or other information as they often are not allowed by receiver’s servers and are shown in the message as errors, or individual links that must be clicked to read.

This format applies to both Outlook and Mobile devices. Contact IT for additional information on setting up email signatures using the specified format.