



London

11 January 2017

Guidelines Email Signature

Is your signature compliant?

If your signature looks like this:

colart
Jane Doe
Employee
T +44 1234 456 7890
E J.Doe@colart.co.uk
www.colart.com

ColArt International Holdings Ltd
The Studio Building, 21 Evesham Street, London, W11 4AJ

Your signature is in line with
Colart Guidelines!

If **not** and it looks more like this...

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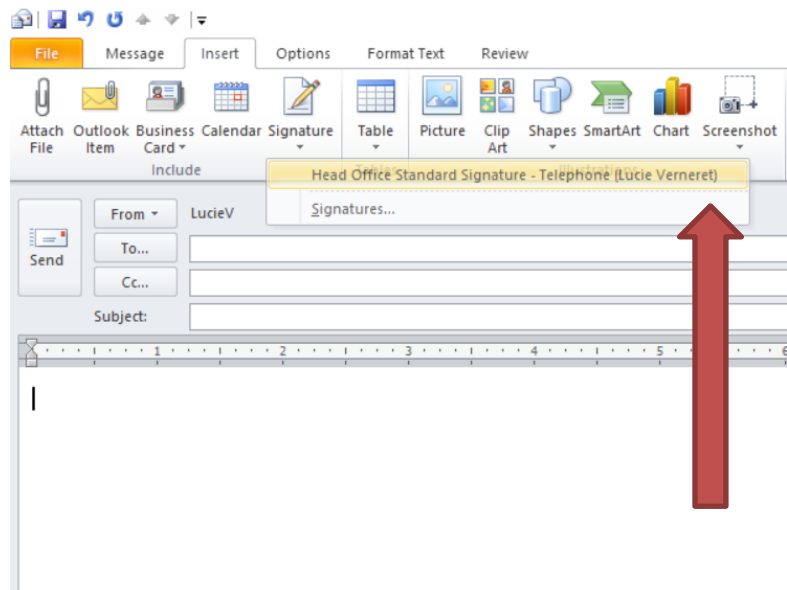
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These signatures are not compliant with our brand guidelines.
All Colart employees should use the signature designed by IT in order to be recognized by our customers and partners.

How can you get a compliant signature?

Open a new email, click on
Insert>
Signature>
Head Office Standard Signature – Telephone (your name)



Contact/Help

If this does not appear automatically, or if you need to modify it (e.g. add your mobile phone number), please contact the Service Desk at: ServiceDesk@colart.com