

Email Signature Guidelines

Main Design

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How to create your own signature

1. Name: Enter your full name.

EMPLOYEE NAME
Employee Position
Employee Department
City - Country
T +966 00 0000000 EXT 0000
M +966 00 0000000 F +966 00 00000000
E employee@smaexpress.com



2. Position: Enter your employee position.

EMPLOYEE NAME
Employee Position
Employee Department
City - Country
T +966 00 0000000 EXT 0000
M +966 00 0000000 F +966 00 00000000
E employee@smaexpress.com



3. Department: Enter your employee department.

EMPLOYEE NAME
Employee Position
Employee Department
City - Country
T +966 00 0000000 EXT 0000
M +966 00 0000000 F +966 00 00000000
E employee@smaexpress.com



Example:

To follow

EMPLOYEE NAME
Employee Position
Information Technology
City - Country
T +966 00 0000000 EXT 0000
M +966 00 0000000 F +966 00 00000000
E employee@smaexpress.com



To avoid

Make sure to enter it without abbreviation.

EMPLOYEE NAME	
Employee Position	
I.T.	
City - Country	
T +966 00 0000000	EXT 0000
M +966 00 0000000	F +966 00 00000000
E employee@smaexpress.com	



Below the form are logos for RRB, TAFIA, and THE INTERNATIONAL STANDARD FOR SERVICE EXCELLENCE, along with social media icons for Facebook, Twitter, Instagram, and LinkedIn.

Make sure not to type the word "department".

EMPLOYEE NAME	
Employee Position	
I.T. Department	
City - Country	
T +966 00 0000000	EXT 0000
M +966 00 0000000	F +966 00 00000000
E employee@smaexpress.com	



Below the form are logos for RRB, TAFIA, and THE INTERNATIONAL STANDARD FOR SERVICE EXCELLENCE, along with social media icons for Facebook, Twitter, Instagram, and LinkedIn.

4. City and Country: Enter your city and country.

EMPLOYEE NAME	
Employee Position	
Employee Department	
City - Country	
T +966 00 0000000	EXT 0000
M +966 00 0000000	F +966 00 00000000
E employee@smaexpress.com	



Below the form are logos for RRB, TAFIA, and THE INTERNATIONAL STANDARD FOR SERVICE EXCELLENCE, along with social media icons for Facebook, Twitter, Instagram, and LinkedIn.

Example:

To follow

EMPLOYEE NAME	
Employee Position	
Employee Department	
Riyadh - Kingdom of Saudi Arabia	
T +966 00 0000000	EXT 0000
M +966 00 0000000	F +966 00 00000000
E employee@smaexpress.com	



Below the form are logos for RRB, TAFIA, and THE INTERNATIONAL STANDARD FOR SERVICE EXCELLENCE, along with social media icons for Facebook, Twitter, Instagram, and LinkedIn.

To avoid

Make sure to enter it without abbreviation.


EMPLOYEE NAME	
Employee Position	
Employee Department	
Riyadh - K.S.A.	
T +966 00 0000000	EXT 0000
M +966 00 0000000	F +966 00 00000000
E employee@smaexpress.com	



Below the form are logos for RRB, TAFIA, and THE INTERNATIONAL STANDARD FOR SERVICE EXCELLENCE, along with social media icons for Facebook, Twitter, Instagram, and LinkedIn.

5. Telephone: Enter the number.

EMPLOYEE NAME	
Employee Position	
Employee Department	
City - Country	
T +966 00 0000000	EXT 0000
M +966 00 0000000	F +966 00 00000000
E employee@smaexpress.com	



Below the form are logos for RRB, TAFIA, and THE INTERNATIONAL STANDARD FOR SERVICE EXCELLENCE, along with social media icons for Facebook, Twitter, Instagram, and LinkedIn.

Example:

To follow









Make sure to space the digits as per the guide.

EMPLOYEE NAME Employee Position Employee Department City - Country T +966 00 00000000 F 0000 M +966 00 00000000 X +966 00 00000000 E employee@smaexpress.com		 	
  		 	
   			

To avoid

EMPLOYEE NAME			
Employee Position			
Employee Department			
City - Country			
T +9660000000000	EXT 0000		
M +966 00 0000000	F +966 00 00000000		
E employee@sm-saexpress.com			
			
			
			

6. Extension Number: Enter the number.

EMPLOYEE NAME		SMSTA Express	
Employee Position			
Employee Department			
City - Country			
T +966 00 0000000	EXT 0000		
M +966 00 0000000	F +966 00 0000000		
E employee@smstaexpress.com			
   		   	

Example:

To follow

EMPLOYEE NAME Employee Position Employee Department City - Country T +966 00 0000000 EXT 0000 M +966 00 0000000 F +966 00 0000000 E employee@smaexpress.com			
			
			

To avoid

Do not insert any space as per the guide.

EMPLOYEE NAME
Employee Position
Employee Department
City - Country
T +966 00 0000000 EXT 00 00
M +966 00 0000000 F +966 00 0000000
E employee@smaexpress.com





sma Express





7. Mobile Number: Enter the number.

EMPLOYEE NAME	
Employee Position	
Employee Department	
City - Country	
T +966 00 0000000	EXT 0000
M +966 00 0000000	F +966 00 0000000
E employee@smaexpress.com	





Example:

To follow

Make sure to space the digits as per the guide.

EMPLOYEE NAME	
Employee Position	
Employee Department	
City - Country	
T +966 00 0000000	EXT 0000
M +966 00 0000000	F +966 00 0000000
E employee@smaexpress.com	





To avoid

EMPLOYEE NAME	
Employee Position	
Employee Department	
City - Country	
T +966 00 0000000	EXT 0000
M +9660000000000	F +966 00 0000000
E employee@smaexpress.com	





To follow

If you don't want to disclose your number. Do not type anything and leave it empty.

EMPLOYEE NAME	
Employee Position	
Employee Department	
City - Country	
T +966 00 0000000	EXT 0000
M	F +966 00 0000000
E employee@smaexpress.com	





To avoid

EMPLOYEE NAME	
Employee Position	
Employee Department	
City - Country	
T +966 00 0000000	EXT 0000
M	F +966 00 0000000
E employee@smaexpress.com	





8. Fax Number: Enter the number.

EMPLOYEE NAME	
Employee Position	
Employee Department	
City - Country	
T +966 00 0000000	EXT 0000
M +966 00 0000000	F +966 00 0000000
E employee@smaexpress.com	





Example:

To follow

Make sure to space the digits as per the guide.



To avoid



9. Employee Email Address: Enter your email address.



10. Make sure not to remove and add any logo.



To avoid

