EMAIL SIGNATURES

Having an email signature is like handing a person a business card every time you send an email. A branded email signature reflects The Neuro’s ethos and credibility, and easily promotes our image in a concise, positive and professional manner.

Construction / Layout
The information should be biligual. Here is an example of an email signature. To create an email signatures, refer to these instructions. The color of the text should be black.

Should you include hyperlinks, the colour is PMS 319C (R 44, G 204, B 211)

Ce message est légalement privilégié et est voué à l’utilisation exclusive et confidentielle du destinataire. Si ce message vous est parvenu par erreur, veuillez nous en aviser et l’effacer de votre ordinateur.

This message is legally privileged and is intended for the confidential use of the addressees only. If you received this e-mail in error, please notify us immediately and delete it from your computer.

Do you really need to print this message?

THE NEURO BRAND BOOK | Brand in action | Email Signatures

Zone 1: Reserved for Neuro
Please place the file
NEURO_logo_horiz_CMYK_BIL.png found here Neuro Logo

Zone 2: Reserved for personal info
Place your text in the following order
Name: Arial Bold 10pt
Job Title: Arial Regular 8 pt
The Neuro: Arial Regular 8 pt #OpenScience Arial Bold 8 pt
Your address & room number: Arial regular 8 pt
Telephone number: Arial regular 8 pt
theneuro.ca in Arial Bold 8 pt (PMS 319C)

Departmental, professional or Neuro social media (default) accounts: in Arial 8 pt (PMS 319C)

Zone 3: Reserved for any additional info
Use Arial Italics 8pt for this text
Text above is only an example.