**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, or the MoDOT Mission Statement).
* 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**-** Division10-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. JOHN SMITH**

*Traffic Studies Specialist Customer Service Representative*

**Missouri Department of Transportation Missouri Department of Transportation**

Central Office**–** Highway Safety and Traffic Central District**–** Communications

830 MoDOT Drive,Jefferson City, MO65102 1511 Missouri Blvd.,Jefferson City, MO65102

573-526-1234 or 573-508-5678 (mobile) 573-526-1234 or 573-508-5678 (mobile)

Monday – Friday 7:30 a.m. to 4:00 p.m. Mon – Thurs 7:30 a.m. to 5:00 p.m. Friday 7:30 to 11:30 a.m.

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

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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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