

	<i>Standard Operating Procedure</i>		SOP#	12.9.1
	<h2>City Email Signature Template</h2>		Effective:	11/06/2024
			Revised:	N/A
			Owner:	City Manager's Office

### 1. Basic Signature Template



springfield-or.gov

First Last  
 Title, Department  
 City of Springfield, Oregon  
 225 Fifth Street, Springfield, Oregon, 97477  
 Office: XXX-XXX-XXXX (Oregon Relay 711)



*We are committed to accessibility. Let me know if you need this information in a different format. To learn more please visit [Accessibility – City of Springfield Oregon](#)*

*Confidentiality Notice: This email and any attachments are confidential and may be privileged. If you are not the intended recipient, please notify the sender immediately and delete this email from your system.*

### 2. Alternative Simplified Signature as an Image



First Last  
 Title, Department  
 City of Springfield, Oregon  
 225 Fifth Street, Springfield, Oregon, 97477  
 Office: XXX-XXX-XXXX (Oregon Relay 711)

*We are committed to accessibility. Let me know if you need this information in a different format. To learn more please visit [Accessibility – City of Springfield Oregon](#)*

- 2.1. Create signature
- 2.2. Take screenshot, save image
- 2.3. Upload image as signature linked to [City of Springfield \(springfield-or.gov\)](#)

### 3. Formatting Guidelines:

- 3.1. *Font Style:* Montserrat Medium
- 3.2. *Font Size:* Ensure the font size is no larger 12 and no smaller than 9 for all text, including accessibility and confidentiality statements.
- 3.3. *Font Color:* Black for text, company-approved colors for the logo and accents.

- 3.4. *Logo*: Use the official one-color logo in the email signature. (size 0.9 X 1.52)
- 3.5. *Alignment*: Left-aligned text.
- 3.6. *Spacing*: Ensure adequate spacing between different components for clarity.
- 3.7. Do not use bold or italics in email signatures (exception for confidentiality and/or accessibility copy).
- 3.8. Do not use background colors in emails.
- 3.9. Do not use personal taglines, slogans, or quotes.