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|---|--------------------------------------|-----------------------|
|  | <i>Standard Operating Procedure</i>  |                       |
|   | <b>CITY EMAIL SIGNATURE TEMPLATE</b> | SOP# 14.01.1          |
|   |                                      | Effective: 11/06/2024 |
|   |                                      | Revised:              |
|   | Owner: City Manager's Office         |                       |

**1. Basic Signature Template**



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

springfield-or.gov



*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)

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- 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.