

	<i>Standard Operating Procedure</i>	
	LIBRARY & MUSEUM EMAIL SIGNATURE TEMPLATE	
	SOP#	12.9.2
	Effective:	11/06/2024
	Revised:	N/A
	Owner:	City Manager's Office

1. Basic Signature Template

First Last (she/her)
 Title, Department
 225 5th Street, Springfield, OR 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. Formatting Guidelines:

- 2.1. *Font Style:* Montserrat Medium
- 2.2. *Font Size:* Ensure the font size is no larger 12 and no smaller than 9 for all text, including accessibility and confidentiality statements.
- 2.3. *Font Color:* Black for text, company-approved colors for the logo and accents.
- 2.4. *Logo:* Use the official one-color logo in the email signature.
- 2.5. *Alignment:* Left-aligned text.
- 2.6. *Spacing:* Ensure adequate spacing between different components for clarity.
- 2.7. Do not use bold or italics in email signatures (exception for confidentiality and/or accessibility copy).
- 2.8. Do not use background colors in emails.
- 2.9. Do not use personal taglines, slogans, or quotes.

