**Signature Specifications**

**Name - Calibri Bold 12pt Blue**  
(sample from berry logo for coloring or use RBG values R-0 G-87 B-184)

Title and Contact Info - Calibri 11pt Grey

(Use Black – Darker 35% or use RBG values R-89 G-89 B-89)

Logo - Insert file found in Sharepoint; do not copy and paste

**----------------------------------------------------------------------------------------------**

**Signature Template**

**John Doe**

Job Title | Department Name (Optional)

O: +1 555.555.5555 ext:55555 C: +1 555.555.5555



**----------------------------------------------------------------------------------------------**

**Signature Example**

**John Smith**

Marketing Director | Global Marketing Communications

O: +1 812.424.2904   ext:11904 C: +1 812.424.2904

