

FOSTER EMAIL SIGNATURE

Copy and paste this template (from name through logo) into the signature tool in your email program, then replace the generic information with your own. It is not necessary to include all contact information in the template below.

The email font is Open Sans, and can be downloaded from the [Typography webpage](#) if it's not currently on your operating system, otherwise you may use Arial as a substitute. You can download the Foster logo here: [Foster_logo_RGB.png](#)

Font sizes are 11pt for name, 10pt for all other info, in dark gray.

Questions or issues? Email Stephanie Fink at stephf19@uw.edu for design help.

Template:

Firstname Lastname (Optional Pronouns)

Your title

Your department

Box 000000, Your Building Street, Building Floor/Suite, Seattle, WA 98195

000.000.0000

email@uw.edu / foster.uw.edu

(Foster LOGO)

Example:

Stephanie Fink (she/her)

Director of Graphic Design

Michael G. Foster School of Business

Founders Hall 529

stephf19@uw.edu / foster.uw.edu

FOSTER
SCHOOL OF **BUSINESS**