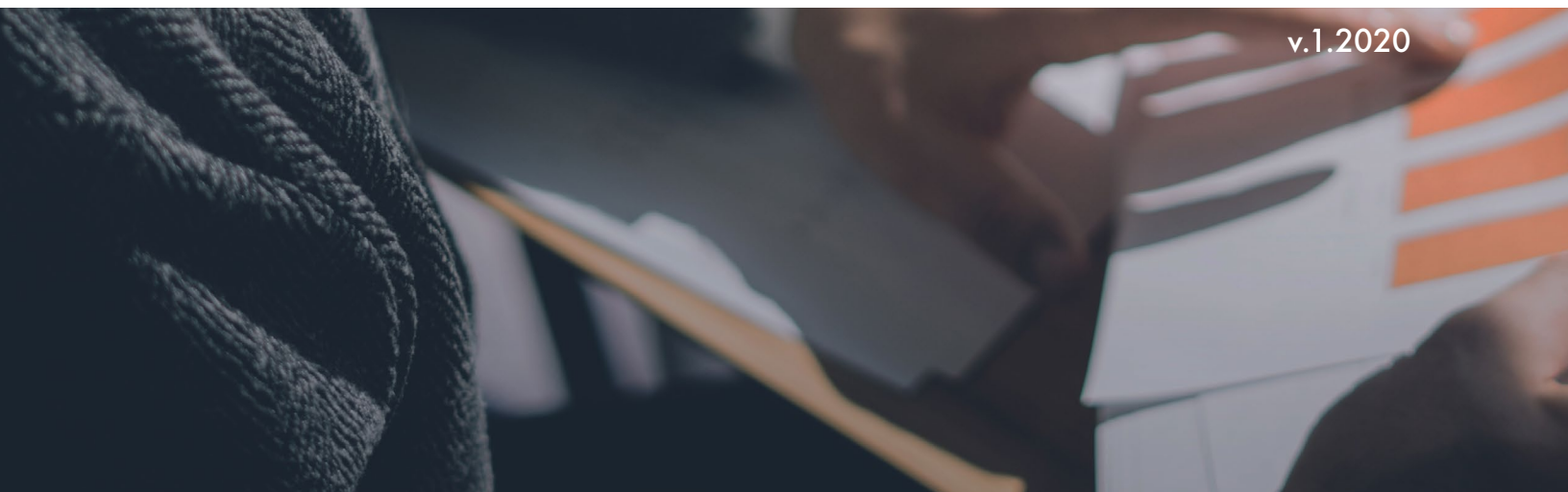




EMAIL SIGNATURE STANDARDS

v.1.2020



GUIDELINES

A signature is the perfect opportunity to brand every message you send. It establishes and reinforces Randa by creating a cohesive email signature for each associate. Each associate must have the same email layout which includes:

- company’s logo
- colors
- font
- format

Our goal is to maintain a consistent presentation of our brand. Please note the following guidelines below for signatures:

MAIN SIGNATURE

These signatures will be used for **new messages** (refer to How-To-Upload on page 6).

Font: Arial
Type: ALL CAPS
Size: 7pt
Color(s):
Randa Red
Randa Grey

Company Logo
Height: 45pixels


Sustainability Logo
Height: 45pixels
Font: Arial
Type: Sentence case
Size: 7pt
Color(s): Green

FULL NAME
POSITION
DEPARTMENT

RA RANDA
LEADING WITH ACCESSORIES

RANDA
417 FIFTH AVENUE, FLOOR 11
NEW YORK, NY 10016
T: 212.340.5555
M: 555.555.5555

RANDA.NET


Please consider the environment before printing this email

REPLY/FORWARD SIGNATURE

These signatures will be used for **replied messages** (refer to How-To-Upload on page 6). When creating your “reply signature,” please copy and paste the new signature into the space, and keep only these 4 categories, as shown below:

- FULL NAME
- POSITION
- OFFICE PHONE #
- RANDA.NET

Font: Arial
Type: ALL CAPS
Size: 7pt
Color(s):
Randa Red
Randa Grey

FULL NAME
POSITION
T: 212.340.5555
[RANDA.NET](#)

DOWNLOAD YOUR SIGNATURE

Click on your business below to download your signature.
Also available on randa.net/emailsignature.



Asia

Hangzhou
India
Pinghu
Shanghai
Shengzhou
Suzhou
Xiamen
Yangzhou

Europe

Italy
UK
UK Leather
Goods

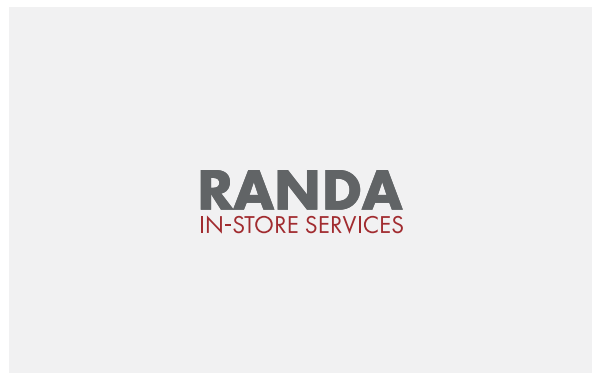
N. America

Canada
Chicago
Louisiana
Mexico
New Jersey
Nevada
New York



N. America

New York



N. America

New Jersey



Europe

UK

N. America

Louisiana
Nevada



Australia
Australia

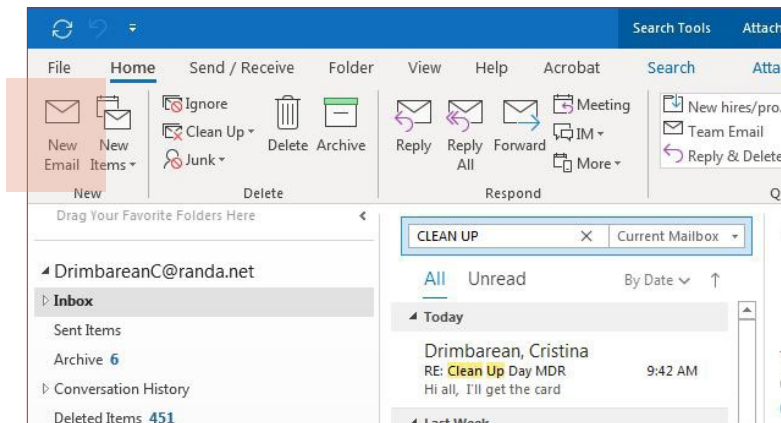


C. America
Guatemala

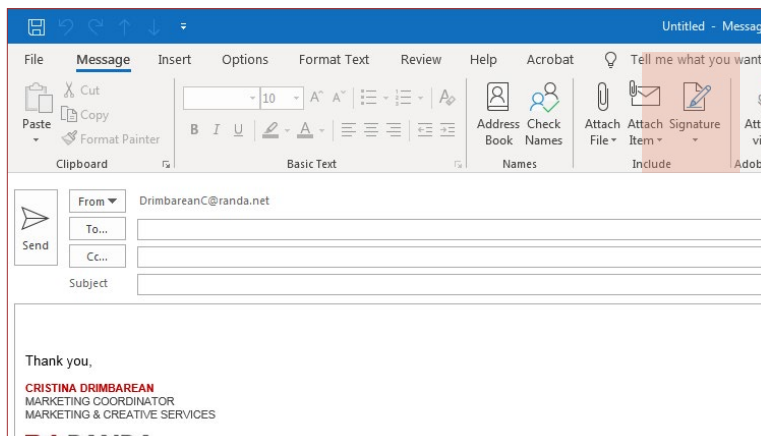
HOW TO UPLOAD YOUR SIGNATURE

via Microsoft Outlook on Personal Desktop. Similar steps work on Macintosh. Before you begin, please be sure to **download your signature**.

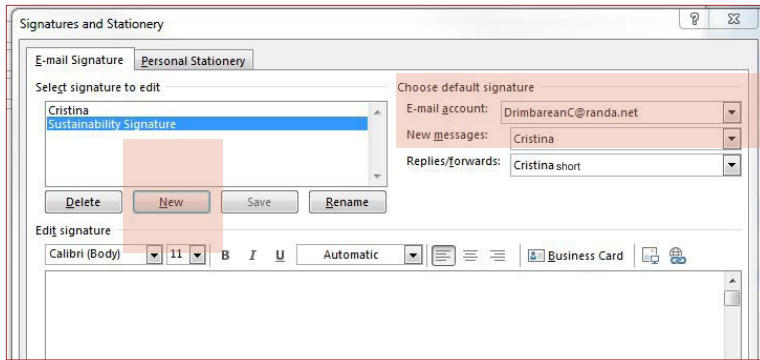
Please remember to create two signatures (1) for new messages and one (2) for replies/forwards.



Step One
Open your Outlook and create a *New Email* message.



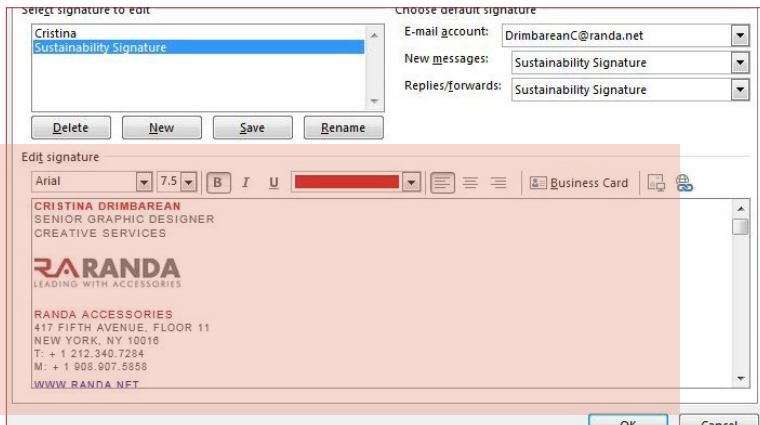
Step Two
Under *Message*, open the *Signature* panel.



Step Three

Create a New signature for your email account. Make sure to create a name for your email and set as **New Messages for New emails**.

When creating a signature for replies, be sure to create a different name for replies/forwards (e.g. Cristina short)

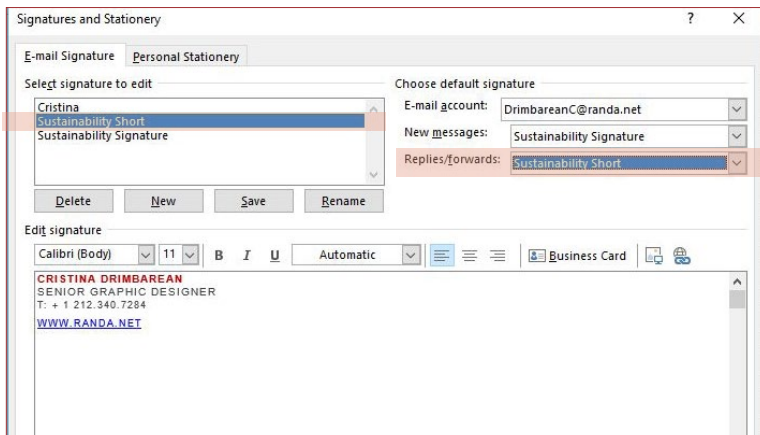


Step Four

Paste your email signature into the Edit Signatures field below.

Edit your name, title, division and telephone information (mobile information is optional).

Save your signature.

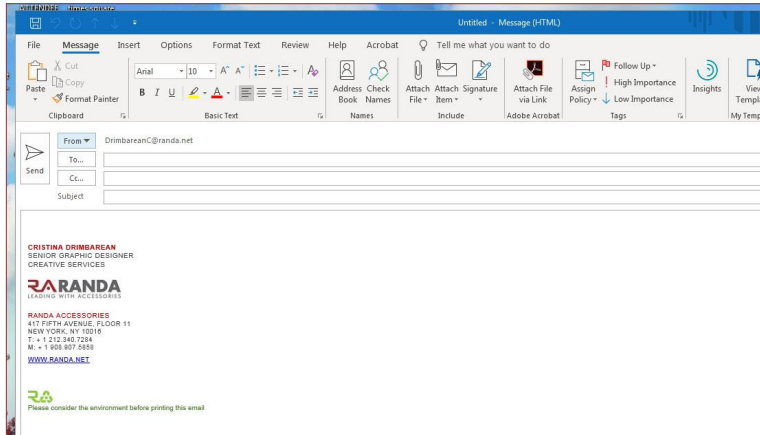


Step Five (Reply Signature)

When creating a signature for replies, be sure to create a different name for replies/forwards, e.g. *Sustainability Short*.

Reply messages do not have a separate signature download. When creating your "reply signature," please copy and paste the new signature into the space, and keep only these 4 categories, as shown below:

- Full Name
- Position
- Office Phone #
- Randa.net



Finished!*

To view your new signatures, please create a new message.

* Should you have any questions, please email Thelpdesk@randa.net or log a helpdesk ticket in via <https://helpdesk.randa.net/>.

Designer's Note: When copying and pasting emails, image files may become pixelated/blurry. For access to original logos for placement into your signature (insert > picture), [click here](#). Please be sure to maintain the height of the logo.