Email signatures with the Volvo Group logotype

Our email signature is simple, professional, and puts the information in the forefront.

Keep in mind that an excess of information makes the signature look bulky and long, which will deter a majority of people from looking at it.

NOTE: An email signature template named *VolvoGroupLogoStandard* is available in Outlook, in the signature drop-down menu.

1 **Firstname Lastname**
2 Job title/Qualifications
Department name
Optional clarification text

3 Volvo Group*
4 Main department name (optional)
Optional visiting address
Zip code, Anytown, Country
Phone: +00 00 000 00 00
Mobile/SMS: +00 00 000 00 00
5 Email: name.something@volvo.com
volvogroup.com

6

7

VOLVO
VOLVO GROUP

* If applicable add your official Volvo Group Division/Entity name here, e.g. Volvo Group Trucks Technology.

1. Set the name in Volvo Novum Medium 10 pt.
2. Set the personal information in Volvo Novum Regular 10 pt.
3. The first line contains the name of Volvo Group Division/Entity. Second line contains main department name (optional). Set in Volvo Novum Regular 10 pt.
4. All other text is set in Volvo Novum Regular 10 pt.
5. Consultants may use: name.something@consultant.volvo.com
6. Area for optional e.g. SoMe icons. (Icons in the illustration are examples).

   NOTE: It is allowed to add up to 6 business driven and brand compliant e.g. SoMe links, badges etc. with icons. Placement as in the illustration above. Maximum size of each icon 24 pt. Always respect the Volvo Group logotype clear zone.
7. Place Volvo Group logotype below the contact information without violating the clear zone.

DO NOT:

- Include taglines, marketing messages or quotes.
- Include additional images, graphic elements or animations.