



Email signatures with the Volvo Iron Mark 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.

This email signature setup applies to all employees within Volvo Trucks, Volvo Buses, Volvo Construction Equipment and Volvo Financial Services. It also applies to persons hired on a contract basis.

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

- 1 Any name
Job title
- 2 **Name of operation/entity**
Optional second line
Legal company name (when required)
- 3 Department name
- 4 Optional clarification text
- 5 Main department 123, ABCD
123 45 Any City, Country
- 6 Telephone: +00 00 000 00 00
Mobile: +00 00 000 00 00
Telefax: +00 00 000 00 00
- 7 Email: firstname.lastname@volvo.com
www.companywebsite.com
socialmediawebsites.com/accountname
- 8 
- 9 

This email message and any attachments contain confidential information and may be privileged. If you are not the intended recipient or otherwise not authorized to receive this message, you are prohibited to use, copy, disclose or take any action based on this email or any information contained herein. If you are not the intended recipient, please advise the sender immediately by replying to this email and permanently delete this message and any attachments from your system.

- 1 A black horizontal line should be used to separate the signature from the message.
- 2 The business entity name – Volvo Trucks, Volvo Buses, Volvo Construction Equipment, Volvo Financial Services – should be set in Arial Bold 10 pt.
- 3 All other text should be set in Arial Regular 10 pt.
- 4 The background must be white.
- 5 Location can include details such as building and street address.
- 6 All relevant phone numbers should be presented. An SMS number, if other than mobile phone number, can be added below the mobile phone number.
- 7 Present the web address of the relevant official business website in your country (e.g. www.volvotrucks.kz, www.volvobuses.fr, www.volvoce.ru, etc.), or the corporate website address.
- 8 Optional online points of interaction, such as official social media accounts, can be added below the official web address, as well as e.g. SoMe icons. (Icons in the illustrations 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 Iron Mark logotype clear zone.
- 9 Place Volvo Iron Mark 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.

Email signatures with the Volvo Penta logotype

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

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This e-mail signature setup applies to all employees within Volvo Penta. It also applies to persons hired on a contract basis.

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

1 Any name
Job title

3 Department name
Optional clarification text

2 **Name of operation/entity**
Optional second line
Legal company name (when required)

5 Main department 123, ABCD
123 45 Any City, Country
Telephone: +00 00 000 00 00

6 Mobile: +00 00 000 00 00
Telefax: +00 00 000 00 00
Email: firstname.lastname@volvopenta.com
www.companywebsite.com
socialmediawebsites.com/accountname

8

9 **VOLVO PENTA**

This email message and any attachments contain confidential information and may be privileged. If you are not the intended recipient or otherwise not authorized to receive this message, you are prohibited to use, copy, disclose or take any action based on this email or any information contained herein. If you are not the intended recipient, please advise the sender immediately by replying to this email and permanently delete this message and any attachments from your system.

- 1 A black horizontal line should be used to separate the signature from the message.
- 2 The business entity name – Volvo Penta – should be set in Arial Bold 10 pt.
- 3 All other text should be set in Arial Regular 10 pt.
- 4 The background must be white.
- 5 Location can include details such as building and street address.
- 6 All relevant phone numbers should be presented. An SMS number, if other than mobile phone number, can be added below the mobile phone number.
- 7 Present the web address of the relevant official business website in your country (e.g. www.volvopenta.us etc.), or the corporate website address.
- 8 Optional online points of interaction, such as official social media accounts, can be added below the official web address, as well as e.g. SoMe icons. (Icons in the illustrations 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 Penta logotype clear zone.
- 9 Place Volvo Penta 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.