

We aim to standardise the style, appearance and layout of our address and contact details wherever possible. It is vital that all outgoing e-mail communication is presented in a consistent and clear manner. A major factor in achieving this is the worldwide adoption of a standard e-mail signature which sits at the foot of all outgoing e-mail messages. Please follow the instructions below. In case you are having difficulties with the computer programs, please contact sos@southpole.com

The following instructions are given for the 'GMail' email program

Typefaces: Sans Serif, Normal and **Bold**

Color: **Blue** (Hex code: #005091) and **Black** (Hex code: #000000)

Signature should be set as indicated:

Name Surname

Job title

south pole • global sustainability solutions since 2006

Company name (optional)

Street and street no. • Zip Code and City • Country

Phone • Mobile (optional) • Skype (optional) • Twitter (optional)

E-Mail • Website (without www.)

1. Name Surname (Typefaces: Sans Serif, Bold, Font size: Normal, Colour: Blue)
2. Job title (Typefaces: Sans Serif, Regular, Font size: Normal, Colour: Black)
3. South Pole (Typefaces: Sans Serif, Bold, Font size: Normal, Colour: Blue)
4. Tag line (Typefaces: Sans Serif, Regular, Font size: Normal, Colour: Black)
5. Contact details (Typefaces: Sans Serif, Regular, Font size: Normal, Colour: Black)

Example:

Sans Serif ▾
T T B I U A ▾
↻ 🖼️
☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰
1 2 3

Indra Fachru
Head of Design

south pole • global sustainability solutions since 2006
Graha Iskandarsyah, 7th Fl. • Jl Iskandarsyah Raya No. 66C • Jakarta Selatan 12160 • Indonesia
Phone: +62 21 720 75 67 • Mobile: +62 812 2234 5254 • Skype: fachru.blake
i.fachru@southpole.com • southpole.com

The following instructions are given for the 'Apple mail' email program

Font: Arial Regular and **Bold**

Color: **Blue** (Hex code: #005091) and **Black** (Hex code: #000000)*

Signature should be set as indicated:

Name Surname

Job title

south pole • global sustainability solutions since 2006

Company name (optional)

Street and street no. • Zip Code and City • Country

Phone • Mobile (optional) • Skype (optional) • Twitter (optional)

E-Mail • Website (without www.)

1. Name Surname (Font: Arial Bold, Font size: 11pts, Colour: Blue)
2. Job title (Font: Arial Regular, Font size: 11pts, Colour: Black)
3. South Pole (Font: Arial Bold, Font size: 11pts, Colour: Blue)
4. Tag line (Font: Arial Regular, Font size: 11pts, Colour: Black)
5. Contact details (Font: Arial Regular, Font size: 11pts, Colour: Black)

Example:

Indra Fachru

Head of Design

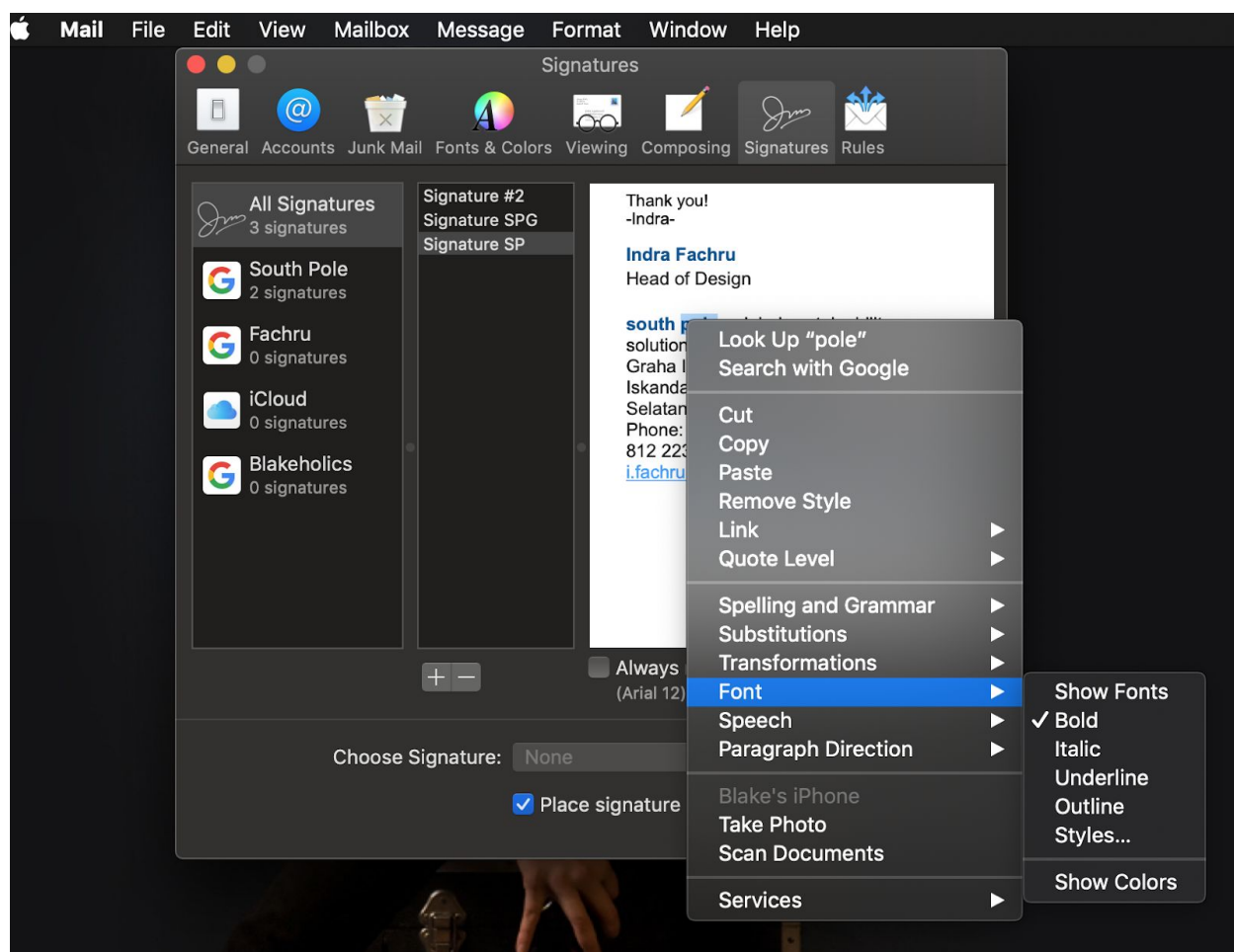
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**How to see Fonts and Colors: 'Right click' or 'Control + left click' choose 'Font', then click 'Show fonts' or 'Show Colors'. See image below.*



The following instructions are given for the 'Microsoft Outlook' email program

Font: Arial Regular and **Bold**

Color: **Blue** (Hex code: #005091) and **Black** (Hex code: #000000)*

Signature should be set as indicated:

Name Surname

Job title

south pole • global sustainability solutions since 2006

Company name (optional)

Street and street no. • Zip Code and City • Country

Phone • Mobile (optional) • Skype (optional) • Twitter (optional)

E-Mail • Website (without www.)

1. Name Surname (Font: Arial Bold, Font size: 10pts, Colour: Blue)
2. Job title (Font: Arial Regular, Font size: 10pts, Colour: Black)
3. South Pole (Font: Arial Bold, Font size: 10pts, Colour: Blue)
4. Tag line (Font: Arial Regular, Font size: 10pts, Colour: Black)
5. Contact details (Font: Arial Regular, Font size: 10pts, Colour: Black)

Example:

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