

# **GXO email signature guidelines**

Version 1.0  
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# Email signature

## Name

Arial Black, 9pt, Black

## Title, Department

Arial Regular, 8/10pt, Black  
All elements are always upper and lowercase.  
Note that Title elements (position and department) should be separated by commas or the word "and."

IMPORTANT: Spell out Titles – Vice President (NOT VP).

## Examples:

Vice President, Human Resources; Vice President and Treasurer (NOT VICE PRESIDENT, STRATEGIC ACCOUNTS or VP – Strategic Accounts); Vice President, Legal - Europe

## Line space

10pt

## GXO

Primary: Arial Black, 12pt, GXO Orange  
iOS: Gill Sans, 13pt, GXO Orange

## Address lines

Arial Regular, 8/10pt, Black  
Spell out address elements, such as Avenue, Lane, Road, Street, etc.  
DO NOT include suite number, floor number, room number, mail drop or other internally-referenced address details.  
Upper and lowercase: Use always upper and lowercase except for conventional acronyms (CT, USA).

DO NOT include your e-mail address

## Phone numbers

You should use the formatting that is relevant for your country.

If no Office or Mobile number, omit. Include country codes before all phone numbers preceded by a plus sign: +1 for the USA. Country codes should use (0) when needed.

You should use the formatting that is relevant for your country – but in order to be consistent in our signatures, please use space instead of dots or dashes in your phone number.

Some examples:

US: +1 XXX XXX XXXX  
UK: +44 (0)XXXX XXXXXX  
France: +33 (0)X XX XX XX XX  
Spain : +34 XXX XXX XXX  
Belgium: +32 XXX XX XX XX  
NL: +31 X XX XX XX XX  
Italy: +39 XX XXXXXXXX

## Primary

### John Doe

Title line

## GXO

123 Street Address  
City, State 12345 Country  
T: +1 123-123-1234 M: +1 123-123-1234

## iOS

### John Doe

Title line

## GXO

123 Street Address  
City, State 12345 Country  
T: +1 123-123-1234 M: +1 123-123-1234

# Email signature

## Email signature tool

In order to automatically generate your email signature, you can use our tool available here.

<https://internal-tools.gxo.com/email-signature/>

DO NOT copy paste email signatures from your colleagues' emails.

We invite you to use each signature automatically generated by the tool, by pressing 'Copy Signature' or 'Copy HTML' buttons depending on your target device, and then pasting it in signature setting for respective email app for:

- Primary email signature
- iOS email signature
- Primary email signature - Outlook for mobile devices
- iOS email signature - Outlook for Apple mobile devices

When pasting to your iPhone, a couple of tips:

- Remove dark mode
- If the spacing is odd, you may need to shake your phone until the message 'Undo Change Attributes' appears.
- Tap 'Undo' and the signature should look formatted once again. From here, you simply close out of Settings and return to your email.

If you need help formatting your signature block on your laptop or mobile device, please send an email to [signaturesupport@gxo.com](mailto:signaturesupport@gxo.com).

## Primary



## iOS

