

Email Standards

Below are the guidelines for our email signatures. The point of the guidelines is to create a consistent look for all email communications sent from First Advantage Bank.

- All emails need to be in 11 point regular Calibri black font.
- Your background should always be white.

Signature

- Font size 10 Calibri black
- Do not use a logo or any graphic in your signature.
- Do not add any additional information to the email signature listed below.
- Use the same contact information that is listed on your business card.
- Please use your new signature on every new external email. The signature on your replies and internal emails can be more informal.
- Please use one of the below email signature templates #1, #2 or #3. You can create your new signature by following these simple steps:
 1. Open a new email
 2. Click on 'Insert' tab
 3. Click on 'Signature'
 4. On the bottom of the drop down click on 'Signatures'
 5. Copy and paste your desired template #1, #2 or #3 into the body. Take out my contact information and replace with yours. The Facebook, Twitter and LinkedIn links meant to link to First Advantage Bank's pages NOT your personal social media pages. Please do not remove or change the social media links.

#1

Kara Allison | Marketing Manager | [First Advantage Bank](#)
1430 Madison Street | Clarksville, TN 37040 | O: 931.920.1527 | M: 931.220.2910 | F: 931.245.2527
kara.allison@fabk.com | [Facebook](#) | [Twitter](#) | [LinkedIn](#)

#2

Kara Allison | Marketing Manager | [First Advantage Bank](#)
O: 931.920.1527 | M: 931.220.2910 | F: 931.245.2527
[Facebook](#) | [Twitter](#) | [LinkedIn](#)

#3

Kara Allison | Marketing Manager | [First Advantage Bank](#)
O: 931.920.1527 | F: 931.245.2527
[Facebook](#) | [Twitter](#) | [LinkedIn](#)

****Please work with your rebrand coordinator to set your new email signature. If you have any questions please give me a call.***