



## EMAIL SIGNATURE GUIDELINES

## EMAIL SIGNATURES

The email signature has replaced the business card as our primary form of identity and association with Valmont. Therefore, it's important that we use a consistent format across all email signatures. Outlined below are various ways you can input your information.

### Templates to Copy/Paste

Copy and paste the appropriate template into your signature block, then replace your specific information. (Infrastructure and Agriculture email signatures can be found on the following pages.)

#### CORPORATE

**First/Last Name | Job Title**

**Valmont Industries, Inc. | Address 1 | Address 2 (optional) | City, ST 00000 Country**  
**Phone +1 000.000.0000 | Mobile +1 000.000.0000 (optional) | Fax (optional)**

[first.last@valmont.com](mailto:first.last@valmont.com)

[valmont.com](http://valmont.com) (use your Country URL here)

### Copy/Paste in Outlook

When copying and pasting into Outlook (PC or Mac), you may have to adjust the formatting, using the following guidelines.

CONTENT	FONT	COLOR
Your Name/Company Name	Arial Bold, 10pt	Black
All other text	Arial Regular, 10pt	Black
Email and URLs	Arial Bold, 10pt	RGB 0/95/131

Use the vertical line key with a space on either side to separate address, phone and URL information.

### Mobile Device

If your mobile device does not allow you to build this signature or changes the format when pasting, the following is an acceptable substitute using 10 point Arial Regular.

**First/Last Name**  
**Job Title**  
**Company Name**  
**Phone (Optional) | Mobile (Optional)**  
 (Must include at least one phone number.)

### Unacceptable Usage

Please do not add logos, quotes or social media information to your signature. Along with slowing down load time, this violates the integrity of the brand.

### Follow our new LinkedIn Page

**First/Last Name**  
**Job Title**  
**Company Name**  
**Phone (Optional) | Mobile (Optional)**

*Safety: Knowing what can hurt you, learning the things that keep them from hurting you and doing those things.*



## EMAIL SIGNATURES

Templates, Infrastructure

### TEMPLATES TO COPY/PASTE

INFRASTRUCTURE, SEGMENT

**First/Last Name** | Job Title, Segment

**Valmont Industries, Inc.** | Address 1 | Address 2 (optional) | City, ST 00000 Country  
Phone +1 000.000.0000 | Mobile +1 000.000.0000 (optional) | Fax (optional)

[first.last@valmont.com](mailto:first.last@valmont.com)

[valmont.com/infrastructure](http://valmont.com/infrastructure) (Use your Country URL here.)

INFRASTRUCTURE, MARKETS WE SERVE

**First/Last Name** | Job Title, Market Name

**Valmont Industries, Inc.** | Address 1 | Address 2 (optional) | City, ST 00000 Country  
Phone +1 000.000.0000 | Mobile +1 000.000.0000 (optional) | Fax (optional)

[first.last@valmont.com](mailto:first.last@valmont.com)

[valmont.com/infrastructure](http://valmont.com/infrastructure) | [go-to-market url 1](#) | [go-to-market url 2](#) (Use your Country URL here.)

INFRASTRUCTURE, GO-TO-MARKET BRAND

**First/Last Name** | Job Title

**Go-to-Market Brand** | Address 1 | Address 2 (optional) | City, ST 00000 Country  
Phone +1 000.000.0000 | Mobile +1 000.000.0000 (optional) | Fax (optional)

[first.last@valmont.com](mailto:first.last@valmont.com)

[go-to-market url](#) (Use your Country URL here.)

## EMAIL SIGNATURES

Templates, Agriculture

### TEMPLATES TO COPY/PASTE

AGRICULTURE, SEGMENT – VALMONT URL

**First/Last Name** | Job Title

**Valmont Industries, Inc.** | Address 1 | Address 2 (optional) | City, ST 00000 Country  
Phone +1 000.000.0000 | Mobile +1 000.000.0000 (optional) | Fax (optional)

[first.last@valmont.com](mailto:first.last@valmont.com)

[valmont.com/agriculture](http://valmont.com/agriculture) (Use your Country URL here.)

AGRICULTURE, SEGMENT – VALMONT AND VALLEY URLS

**First/Last Name** | Job Title

**Valmont Industries, Inc.** | Address 1 | Address 2 (optional) | City, ST 00000 Country  
Phone +1 000.000.0000 | Mobile +1 000.000.0000 (optional) | Fax (optional)

[first.last@valmont.com](mailto:first.last@valmont.com)

[valmont.com/agriculture](http://valmont.com/agriculture) | [valleyirrigation.com](http://valleyirrigation.com) (Use your Country URL here.)

VALLEY IRRIGATION

**First/Last Name** | Job Title

**Valley – A Valmont Company** | Address 1 | Address 2 (optional) | City, ST 00000 Country  
Phone +1 000.000.0000 | Mobile +1 000.000.0000 (optional) | Fax (optional)

[first.last@valmont.com](mailto:first.last@valmont.com)

[valleyirrigation.com](http://valleyirrigation.com) (Use your Country URL here.)