



## Email Signature Guidelines

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.

**Please use the below template, copy and paste it into your signature block and replace with your specific information to build your own signature.**

### 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, ext. 0000 | Mobile (optional) | Fax (optional)

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

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

### AGSENSE

**First/Last Name** | Job Title

**AgSense – A Valley Brand** | Address 1 | Address 2 (optional) | City, ST 00000 Country

Phone +1 000.000.0000, ext. 0000 | Mobile (optional) | Fax (optional)

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

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

### PROSPERA

**First/Last Name** | Job Title

**Prospera – A Valley Brand** | Address 1 | Address 2 (optional) | City, ST 00000 Country

Phone +1 000.000.0000, ext. 0000 | Mobile (optional) | Fax (optional)

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

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

**Please note:** When copying and pasting into Outlook, you may have to change the pasted text from the default font (Calibri) to Arial. To do this, highlight the whole signature block and choose Arial from the font menu drop down.

If you encounter issues with copying and pasting the templates above, you can input your own information using this simple guide:

Your Name/Company Name:	<b>Font:</b> Arial Bold 10 pt.	Color: Black
All other text:	<b>Font:</b> Arial Regular 10 pt.	Color: Black
Email and Web Links:	<b>Font:</b> Arial Bold 10 pt.	Color: RGB 0/95/131



# Email Signature Guidelines

If your mobile device does not allow you to build this signature or changes the format when pasting, the following is an acceptable substitute:

- First/Last Name
- Job Title
- Company Name
- Phone (optional) | Mobile (optional)  
(Must include at least one phone number)

**Please Remember:** All font sizes, font weights and text colors must remain as provided (with the exception of the mobile device). Images (including logos), fun/inspirational quotes, third-party accreditation or accolades, false job titles and backgrounds in your email signatures are not acceptable.

## Unacceptable Usage Examples:

*Follow our new [LinkedIn](#) page*

John Doe | Position Title  
Company Name  
Address Line  
Mobile +1 000.000.0000  
[john.doe@valmont.com](mailto:john.doe@valmont.com)



John Doe | Position Title  
Company Name  
Address Line  
Phone +1 000.000.0000  
[john.doe@valmont.com](mailto:john.doe@valmont.com)

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

