

# Email Font Policy

## FIRMWIDE POLICY

**Purpose:**

This policy aims to standardise the appearance of email communications from Factor1 Group to ensure a consistent and professional image.

**Scope:**

This policy applies to all employees, contractors, and any other individuals who send emails on behalf of Factor1 Group.

**Policy:**

Font Type: All email communications must use Calibri.

Font Size: The font size must be set to 12 points.

Font Color: The font color must be black.

**Text Formatting:**

Bold: Use bold text sparingly to emphasise important points.

Italics: Use italics for titles of works, foreign words, or to emphasise a word or phrase.

Underlining: Avoid underlining text as it can be confused with hyperlinks.

**Contact:**

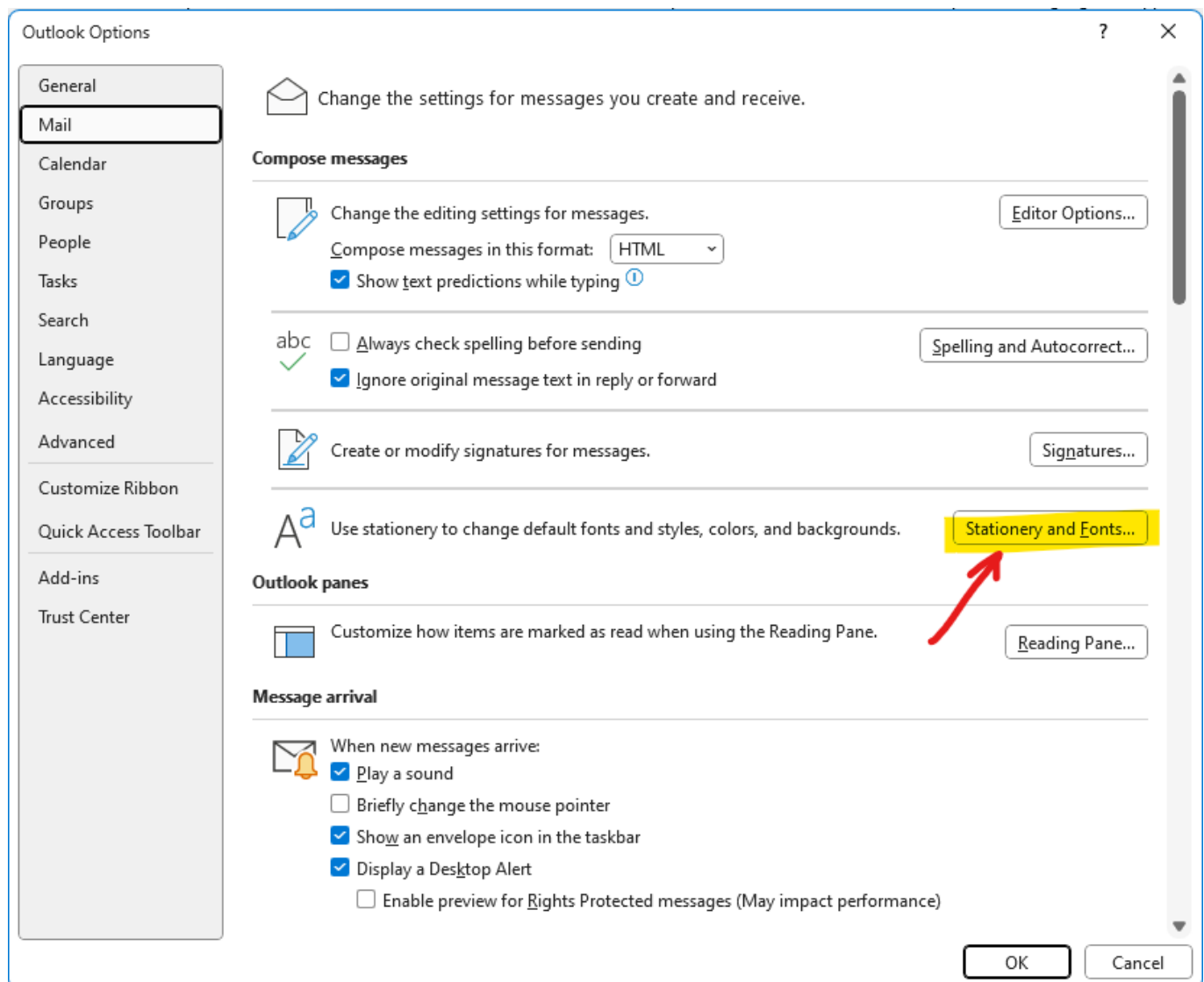
For any questions regarding this policy or help setting your default font in Outlook, please contact me at [wendy@factor1.com.au](mailto:wendy@factor1.com.au) or [charles@factor1.com.au](mailto:charles@factor1.com.au).

*[Please see the next page on how to set this in your Outlook]*



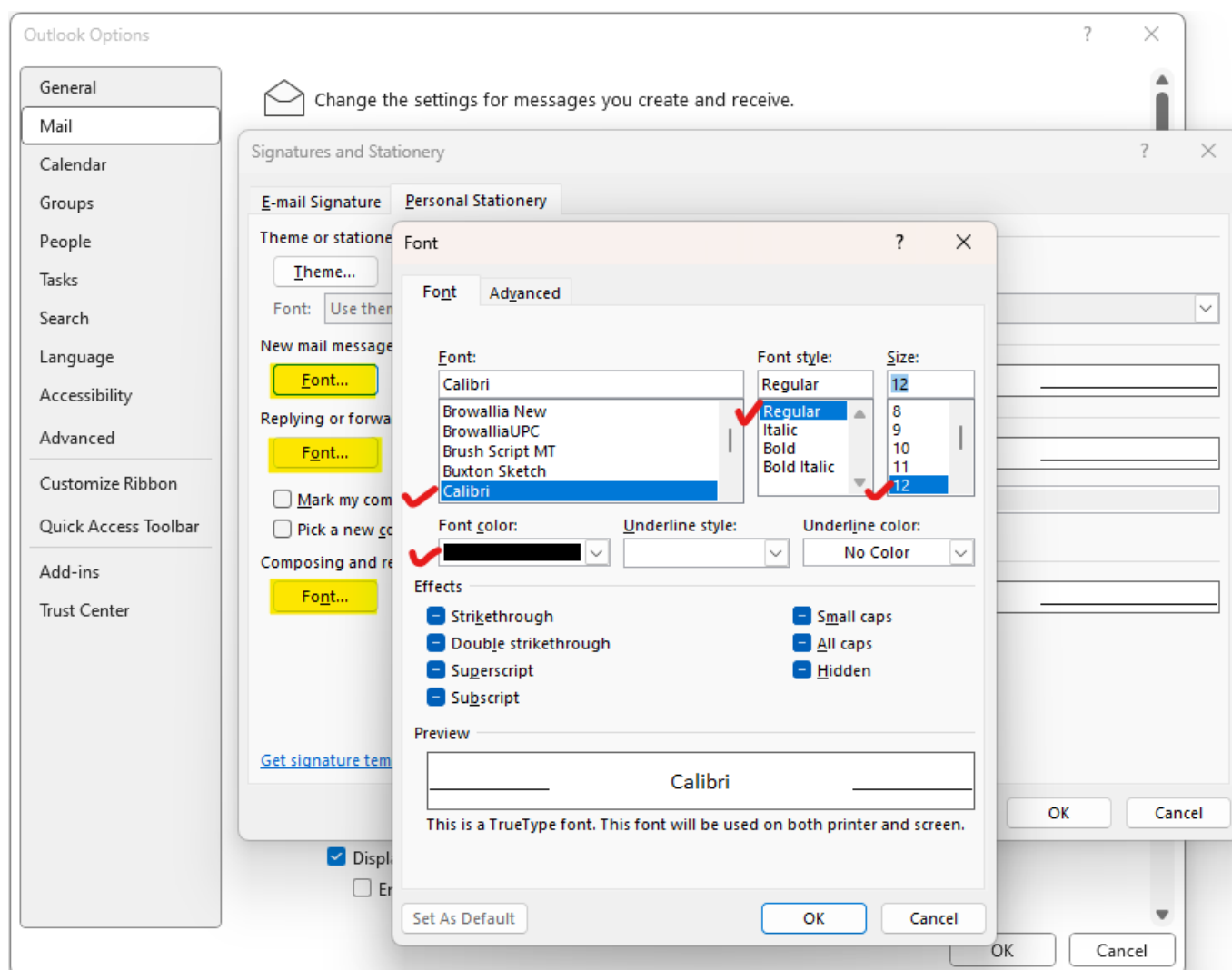
## How to Set Default Font in Outlook:

1. In Outlook, go to: File > Options > Mail > Stationery and Fonts





2. Under each Font category, change the font to Calibri, Regular, 12, black.



3. Done!



**Factor1 Accountants & Advisers** ABN 30 606 513

768  
Suite 46-47, Level 3 Building 2, 1 Ricketts Road  
Postal - P.O. Box 937, Mount Waverley VIC 3149

Tel: 1300 886 309

Email: [admin@factor1.com.au](mailto:admin@factor1.com.au) [www.factor1.com.au](http://www.factor1.com.au)

Liability limited by a scheme approved under Professional Standards Legislation

**Factor1 Finance**

ABN 19 618 455 128  
Credit License No 512102