# POOLCORP®

## Email Signature Templates

1. **Choose your signature.** Select the signature option that works best for you from the list below. Note that options 4 to 6 have the "Team Member Recognition Form" added.

2. **Copy the signature.** Drag your mouse and highlight the **POOLCORP Signature** you picked. Then press **CTRL + C** to **Copy** the signature.

3. Follow the instructions for **Creating a New Signature in Outlook**.

**Your Name**
Your Job Title

**your.name@poolcorp.com**

**POOLCORP®**

109 Northpark Blvd., Covington, LA 70433

Office: +1 XXX XXX XXXX  |  Fax: +1 XXX XXX XXXX
Mobile: +1 XXX XXX XXXX

**www.poolcorp.com**
**www.swimmingpool.com**

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Your Job Title

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4330 Office: +1XXXXXXXXXX | Fax: +1XXXXXXXXXX www.poolcorp.com

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**OPTION 3**    Office and Mobile Phone Numbers

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**OPTION 10**   Office, Fax and Mobile Phone Numbers + NPT App Bar + Team Member Recognition Form

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**OPTION 11**   Office and Fax Phone Numbers + NPT App Bar + Team Member Recognition Form

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Your Job Title

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**OPTION 12**   Office and Mobile Phone Numbers + NPT App Bar + Team Member Recognition Form

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