|  |
| --- |
|  |
| **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**. |

|  |  |
| --- | --- |
| **OPTION 1** | Office, Fax and Mobile Phone Numbers |

|  |  |
| --- | --- |
| **Your Name** |  |
| Your Job Title |
|  |
| **your.name@poolcorp.com** | 109 Northpark Blvd., Covington, LA 70433 |
|  | Office: +1 XXX XXX XXXX  |  Fax: +1 XXX XXX XXXX  Mobile: +1 XXX XXX XXXX |
|  | [**www.poolcorp.com**](https://www.poolcorp.com/) |
|  | [**www.swimmingpool.com**](http://www.swimmingpool.com/) |

|  |  |
| --- | --- |
| **OPTION 2** | Office and Fax Phone Numbers |

|  |  |
| --- | --- |
| **Your Name** |  |
| Your Job Title |
|  |
| **your.name@poolcorp.com** | 109 Northpark Blvd., Covington, LA 70433 |
|  | Office: +1 XXX XXX XXXX  |  Fax: +1 XXX XXX XXXX |
|  | [**www.poolcorp.com**](https://www.poolcorp.com/) |
|  | [**www.swimmingpool.com**](http://www.swimmingpool.com/) |

|  |  |
| --- | --- |
| **OPTION 3** | Office and Mobile Phone Numbers |

|  |  |
| --- | --- |
| **Your Name** |  |
| Your Job Title |
|  |
| **your.name@poolcorp.com** | 109 Northpark Blvd., Covington, LA 70433 |
|  | Office: +1 XXX XXX XXXX  |  Mobile: +1 XXX XXX XXXX |
|  | [**www.poolcorp.com**](https://www.poolcorp.com/) |
|  | [**www.swimmingpool.com**](http://www.swimmingpool.com/) |

|  |  |
| --- | --- |
| **OPTION 4** | Office, Fax and Mobile Phone Numbers + Team Member Recognition Form |

|  |  |
| --- | --- |
| **Your Name** |  |
| Your Job Title |
|  |
| **your.name@poolcorp.com** | 109 Northpark Blvd., Covington, LA 70433 |
|  | Office: +1 XXX XXX XXXX  |  Fax: +1 XXX XXX XXXX  Mobile: +1 XXX XXX XXXX |
|  | [**www.poolcorp.com**](https://www.poolcorp.com/) |
|  | [**www.swimmingpool.com**](http://www.swimmingpool.com/) |
|  | |
| Have I provided you with exceptional service? Let us know!  [**Team Member Recognition Form**](http://www.poolcorp.com/aboveandbeyond) | |

|  |  |
| --- | --- |
| **OPTION 5** | Office and Fax Phone Numbers + Team Member Recognition Form |

|  |  |
| --- | --- |
| **Your Name** |  |
| Your Job Title |
|  |
| **your.name@poolcorp.com** | 109 Northpark Blvd., Covington, LA 70433 |
|  | Office: +1 XXX XXX XXXX  |  Fax: +1 XXX XXX XXXX |
|  | [**www.poolcorp.com**](https://www.poolcorp.com/) |
|  | [**www.swimmingpool.com**](http://www.swimmingpool.com/) |
|  | |
| Have I provided you with exceptional service? Let us know!  [**Team Member Recognition Form**](http://www.poolcorp.com/aboveandbeyond) | |

|  |  |
| --- | --- |
| **OPTION 6** | Office and Mobile Phone Numbers + Team Member Recognition Form |

|  |  |
| --- | --- |
| **Your Name** |  |
| Your Job Title |
|  |
| **your.name@poolcorp.com** | 109 Northpark Blvd., Covington, LA 70433 |
|  | Office: +1 XXX XXX XXXX  |  Mobile: +1 XXX XXX XXXX |
|  | [**www.poolcorp.com**](https://www.poolcorp.com/) |
|  | [**www.swimmingpool.com**](http://www.swimmingpool.com/) |
|  | |
| Have I provided you with exceptional service? Let us know!  [**Team Member Recognition Form**](http://www.poolcorp.com/aboveandbeyond) | |

|  |  |
| --- | --- |
| **OPTION 7** | Office, Fax and Mobile Phone Numbers + NPT App Bar |

|  |  |
| --- | --- |
| **Your Name** |  |
| Your Job Title |
|  |
| **your.name@poolcorp.com** | 109 Northpark Blvd., Covington, LA 70433 |
|  | Office: +1 XXX XXX XXXX  |  Fax: +1 XXX XXX XXXX  Mobile: +1 XXX XXX XXXX |
|  | [**www.poolcorp.com**](https://www.poolcorp.com/) |
|  | [**www.swimmingpool.com**](http://www.swimmingpool.com/) |
|  | |
|  | |

|  |  |
| --- | --- |
| **OPTION 8** | Office and Fax Phone Numbers + NPT App Bar |

|  |  |
| --- | --- |
| **Your Name** |  |
| Your Job Title |
|  |
| **your.name@poolcorp.com** | 109 Northpark Blvd., Covington, LA 70433 |
|  | Office: +1 XXX XXX XXXX  |  Fax: +1 XXX XXX XXXX |
|  | [**www.poolcorp.com**](https://www.poolcorp.com/) |
|  | [**www.swimmingpool.com**](http://www.swimmingpool.com/) |
|  | |
|  | |

|  |  |
| --- | --- |
| **OPTION 9** | Office and Mobile Phone Numbers + NPT App Bar |

|  |  |
| --- | --- |
| **Your Name** |  |
| Your Job Title |
|  |
| **your.name@poolcorp.com** | 109 Northpark Blvd., Covington, LA 70433 |
|  | Office: +1 XXX XXX XXXX  |  Mobile: +1 XXX XXX XXXX |
|  | [**www.poolcorp.com**](https://www.poolcorp.com/) |
|  | [**www.swimmingpool.com**](http://www.swimmingpool.com/) |
|  | |
|  | |

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

|  |  |
| --- | --- |
| **Your Name** |  |
| Your Job Title |
|  |
| **your.name@poolcorp.com** | 109 Northpark Blvd., Covington, LA 70433 |
|  | Office: +1 XXX XXX XXXX  |  Fax: +1 XXX XXX XXXX  Mobile: +1 XXX XXX XXXX |
|  | [**www.poolcorp.com**](https://www.poolcorp.com/) |
|  | [**www.swimmingpool.com**](http://www.swimmingpool.com/) |
|  | |
|  | |
| Have I provided you with exceptional service? Let us know!  [**Team Member Recognition Form**](http://www.poolcorp.com/aboveandbeyond) | |

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

|  |  |
| --- | --- |
| **Your Name** |  |
| Your Job Title |
|  |
| **your.name@poolcorp.com** | 109 Northpark Blvd., Covington, LA 70433 |
|  | Office: +1 XXX XXX XXXX  |  Fax: +1 XXX XXX XXXX |
|  | [**www.poolcorp.com**](https://www.poolcorp.com/) |
|  | [**www.swimmingpool.com**](http://www.swimmingpool.com/) |
|  | |
|  | |
| Have I provided you with exceptional service? Let us know!  [**Team Member Recognition Form**](http://www.poolcorp.com/aboveandbeyond) | |

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

|  |  |
| --- | --- |
| **Your Name** |  |
| Your Job Title |
|  |
| **your.name@poolcorp.com** | 109 Northpark Blvd., Covington, LA 70433 |
|  | Office: +1 XXX XXX XXXX  |  Mobile: +1 XXX XXX XXXX |
|  | [**www.poolcorp.com**](https://www.poolcorp.com/) |
|  | [**www.swimmingpool.com**](http://www.swimmingpool.com/) |
|  | |
|  | |
| Have I provided you with exceptional service? Let us know!  [**Team Member Recognition Form**](http://www.poolcorp.com/aboveandbeyond) | |