



The Power of Email Signatures (5-4)

Email Signatures are Powerful!

Because they not only help you every time you create an email, but also direct the prospective client, team member, and employees to want to know more about you, your company, and how to contact you.

You make yourself available to people in this manner and you add more credibility.

Did you know that you could dramatically speed up the preparation of email and email replies by using the “signatures” feature?

Yahoo, GMAIL, Hotmail, and many other free email accounts also have the signature file option available.

Some applications for which the “Signature” features can be used (Email “Signature” Benefits):

- Standard email messages of any kind.
- Standard replies when someone asks to be removed from your mailing list.
- Standard replies when someone asks for more information.
- Insertion of your name, telephone, email, and website address at the end of an email.
- Insertion of your email and website addresses anywhere in an email.
- Insertion of “remove” options and disclaimers in your emails.

Professional Signature Example

If you have any questions, would like me to call you, and you would like to go forward with anything we have discussed, please let me know.

Best Regards,

Your Name
Your Company Name
Your Title
Your Phone
Your Email
You're Tag Line
Your Website

Utilize Your Email Signature Today!



©ATS

30+ years growing people, procurement, and projects!