### IMPORTANT NOTE:
Do not simply copy and paste the signature sample into Outlook, as the correct formatting will not carry over.

### Font:
**Arial** and **Arial Bold**

### Font size:
12 pt

### Colors:
- **Orange:** R: 212  G: 69  B: 0
- **Gray:** R: 89  G: 89  B: 89

### Sample:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan Hendricks</td>
<td>Vice President</td>
<td>Office of Special Days</td>
</tr>
</tbody>
</table>

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