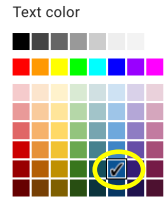


Email Formatting

Name	Tahoma/Georgia, 14pt (large) bold navy (RGB 11,83,148)
Title	Tahoma, 10pt (normal) black; <i>must match GC Directory</i>
Institution	Grayson College or Grayson College - South Campus
Address City, State Zip	6101 Grayson Drive or 1455 West Van Alstyne Parkway
Office Phone	Separated by periods (.)
Fax	<i>Optional</i>
Cell	<i>Optional</i>
Certification(s)	<i>Optional</i>
Accreditation(s)	<i>Optional</i>
Special Notes	Single Return <i>Optional; Tahoma, 8pt (small) italics black; must be approved by VP</i>



Title Listing Examples:

Professor, Biology Title, Program
Director, Human Resources

Where the title is long, it may be split between two lines:
Executive Administrative Assistant
Office of the President

Email Message:

Tahoma/Georgia 10pt (normal)

Example of Completed Signature:

Dr. Jeremy P. McMillen **or** **Jeremy P. McMillen, Ed.D.**
President
Grayson College
6101 Grayson Drive | Denison, TX 75020
903.463.8700

Correspondence may be subject to public or media review under the Freedom of Information Act.

