EMAIL STYLE GUIDE
All City of Tampa Employees

Please use the following guidelines when formatting your email:

- Email body copy should be black and set to Calibri Regular Size 12
- Background should be plain white for maximum readability - no colors or images
- Email signatures should be formatted as follows:

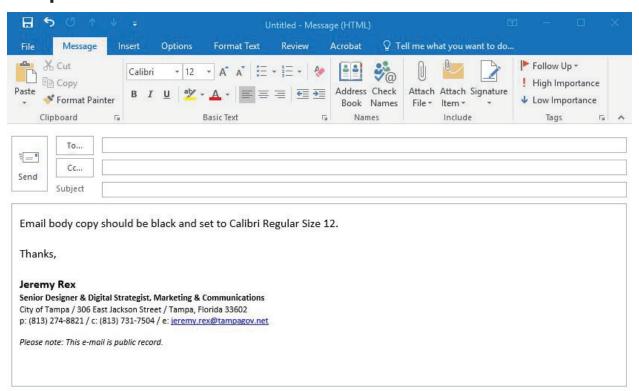**[FIRST LAST] - Calibri Bold Size 12**
[Title, Department] - Calibri Bold Size 9
City of Tampa / [Address] / Tampa, Florida [Zip] - Calibri Regular Size 9
p: (813) [Desk line] / c: (813) [If applicable] / f: (813) [If applicable] / e: [E-Mail] - Calibri Regular Size 9

Please note: This e-mail is public record. - Calibri Italic Size 9

Example:

For questions regarding branding, please contact Jeremy Rex, Senior Designer & Digital Strategist, at (813) 274-8821 or jeremy.rex@tampagov.net.