TEMPLATE EQ Business Partner signature:

**TEXT:**

Best regards,

**Firstname Lastname**

Business Partner

**EQ**OLOGY
Mobile: (+yy) xxx xx xxx

[eqology.com](http://www.eqology.com/)

(remember to link the web address in the signature to [http://www.eqology.com](http://www.eqology.com/))

**DESIGN:**

* Standard font: Arial
* Font size: 11
* Color: black
* Switch your name to **bold** letters
* Do the same with **EQ**
* OLOGY is written in normal letters
* **EQ** is written in red
* Group your phone numbers as follows:
	+ Mobile: 000 00 000
	+ Private/work: 00 00 00 00 (optional)

In general, Eqology is written either with cap E + rest in small letters:

**Eqology** OR all in caps: **EQOLOGY**.

It is **NOT CORRECT** to write EQ in caps + rest in small letters: ~~EQology~~