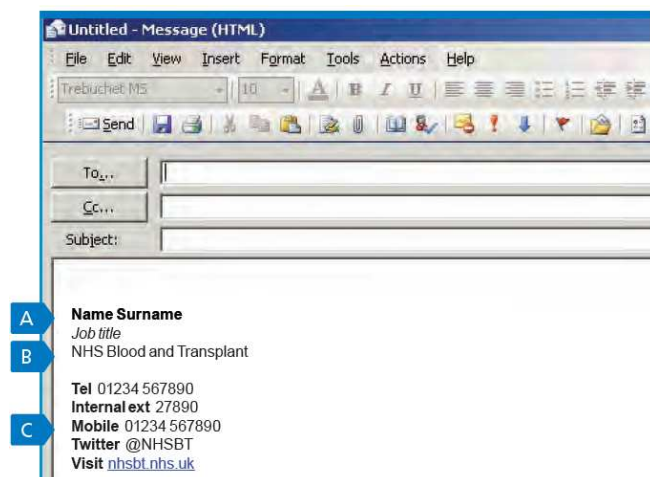


# NHS Blood and Transplant email signatures

Our email signatures are used on all emails to staff and the public.



Our digital signature is easy to create manually and set in our system font Arial at 12pt.

## A: Name and job title/department

Name Surname – Arial Bold 12pt

*Job title/department – Arial Italic 12pt*

## B: NHS Blood and Transplant

Our organisational name is set in Arial Regular 12pt with a line below to create space between the contact details.

## C: Contact details

Descriptors such as 'Tel' are set in Arial Bold 12pt and details are set in Arial Regular 12pt.

Social media links relevant to your role are optional.

**Never** insert images, clip art or animations within our email signatures.

A campaign message can be added if needed, but must be text only.

**Your signature should look like this:**

### **Name Surname**

*Job title*

NHS Blood and Transplant

**Tel** 01234 567890

**Internal ext** 27890

**Mobile** 01234 567890

**Twitter** @NHSBT

**Visit** [nhsbt.nhs.uk](http://nhsbt.nhs.uk)

## Email text

The text in our emails should be set to 12pt Arial Regular.

If you need help with any of the above, please contact

[brand.communications@nhsbt.nhs.uk](mailto:brand.communications@nhsbt.nhs.uk)