Gallagher Email Signature Templates and Instructions

The Gallagher email signature is standardized across all regions and divisions and should be used by all Gallagher employees without altering formatting or components.



**To customize your personal Gallagher Email Signature, select one of the following links:**

* [Gallagher – Global Template](#Global)

**Additional Resources:**

* [Promotional callout variation](#Callout)
* [Abbreviated format for replies/forward](#Abbreviated)s
* [Microsoft Outlook Instructions](#Outlook)
* [Color and Font Specifications](#Specs)

**Gallagher Global – Template**

Gallagher employees located outside of the US, Canada or EMEA should customize this template with their personal contact information to use as their Microsoft Outlook Signature per provided instructions. **Copy this template and paste using “Keep Source Formatting” option. Do not attempt to replicate formatting manually.**

**Please confirm with your local compliance team if email disclaimers are auto-generated and/or insert your local legal entity and required disclaimer as shown below as required.**

* Standard Gallagher logo may not be replaced with any other logo or wordmark
* No other graphics may be included
* Additional numbers such as toll free, fax, etc., may be included with appropriate initial designation
* LinkedIn profile link is optional
* URL must be shown as AJG.com/country but hyperlink may point to specific landing page

**Employee Name** Designation/credential

Employee Title, Practice or Division Name



**Gallagher** Address, City, ST Country 00000

D: 123 456 7890 | M: 123 456 7890

your\_name@ajg.com | linkedin.com/in/profile | [AJG.com/country](http://www.ajg.com/)

[Legal Entity]

[Regulatory Disclosure]

**Promotional Callout Variation – Template**

If necessary, employees may include **ONE** callout, such as to promote an endorsement or specific initiative, in their email signature.

* Only **one** callout may be included (may not include any graphics)
* Callout should be limited in length (10-20 words) and include only one hyperlink
* Must be added below contact information above legal entity and disclosure in 10 point Arial font in Web Compliant Secondary Orange (RGB Color: R 223, G 101, B 52)

**Employee Name** Designation/credential

Employee Title, Practice or Division Name



**Gallagher** Address, City, ST Country 00000

D: 123 456 7890 | M: 123 456 7890

your\_name@ajg.com | linkedin.com/in/profile | [AJG.com/country](http://www.ajg.com/)

Gallagher is proud of its commitment to Inclusion and Diversity | [Learn More](https://www.ajg.com/us/about-us/inclusion-diversity/)

[Legal Entity]

[Regulatory Disclosure]

**Replies / Forwards Abbreviated Email Signature – Template**

Employees may customize this abbreviated template with their personal contact information to use for Replies / Forwards as their Microsoft Outlook Signature. As applicable, **legal name and disclosures must be included as directed by local compliance team.**

**Employee Name** Designation/credential

Employee Title, Practice or Division Name

D: 123 456 7890 | M: 123 456 7890

your\_name@ajg.com | linkedin.com/in/profile | [AJG.com/country](http://www.ajg.com/)

[Legal Entity]

[Regulatory Disclosure]

**Microsoft Outlook Instructions**

1. Within Microsoft Outlook, go to: **File Tab** > **Options** > **Mail** > **[Signatures…]**



1. Within the Signatures Window, click **[New]**. Type a name for the signature and click **[OK]**.



1. Copy the appropriate email signature template in this document.
2. Within the Signatures Window, right click in the signature box and select the “Keep Source Formatting” paste option.



**UPDATE ALL CONTACT INFORMATION WITH YOUR PERSONAL INFORMATION INCLUDING EMAIL ADDRESS AND PHONE NUMBERS.** Click **[OK]** to save.

**Gallagher Email Signature Font and Color Specifications**

**Name: 10 Point Arial Bold, Gallagher Dark Blue (RGB Color: R 0, G 38, B 62)**

Title: 10 Point Arial, Black

[Gallagher Logo: 1.05” High x 3” Wide; USE LOGO PROVIDED IN THIS DOCUMENT]

Phone(s) / Email / LinkedIn / URL: 10 Point Arial, Black

**Gallagher: 10 Point Arial Bold, Gallagher Dark Blue (RGB Color: R 0, G 38, B 62)**

Address: 10 Point Arial, Black

Optional Callout: 10 Point Arial, Web Compliant Secondary Orange (RGB Color: R 223, G 101, B 52)

Legal Name: 10 Point Arial, Web Compliant Secondary Gray (RGB Color: R 137, G 141, B 141)

CA License Number: 10 Point Arial, Web Compliant Secondary Gray (RGB Color: R 137, G 141, B 141)

Disclaimer: 8 Point Arial, Web Compliant Secondary Gray (RGB Color: R 137, G 141, B 141)