



Email Branding Customization Form

Contents

- Email Branding Customization Form 3**
 - Organization Name 3
 - Email Branding Selection 3
 - Logo 3
 - Colors 3
 - Contact Person..... 3
 - Sample Email Branding..... 4
 - Simple 4
 - Banner..... 4
 - Vertical 5
 - Horizontal 5
- What’s the next step after this form is completed? 5**
- Questions? 5**
 - SchoolMessenger Solutions Support 5

Email Branding Customization Form

Organization Name

Please limit the name to 38 characters. Example: Springfield County CSD instead of Springfield County Consolidated School District.

Email Branding Selection


Please select one; see samples on the following pages.

- Simple**
- Vertical** (logo size = 136 x 136 pixels)
- Banner** (banner size = 436 x 98 pixels)
- Horizontal** (logo size = 134 x 69 pixels)

Logo

Please provide the logo in JPG or GIF format, indicate the filename and submit the logo with this form.

File Name _____

 **Note:** Image files must match the exact dimensions listed. Only .jpg or .gif files will be accepted. Adobe Illustrator or Photoshop files or images pasted into Word documents or into email bodies will not be accepted.

Colors

Please provide color values in Hex. Not sure what the Hex value is for your colors? Visit <http://www.colorschemer.com/online.html> to help with the conversion.

Primary Hex Color _____

Secondary Hex Color _____

 **Note:** Colors must be provided in Hex values. Pantone color values will not be accepted.

Contact Person

Name _____

Email _____

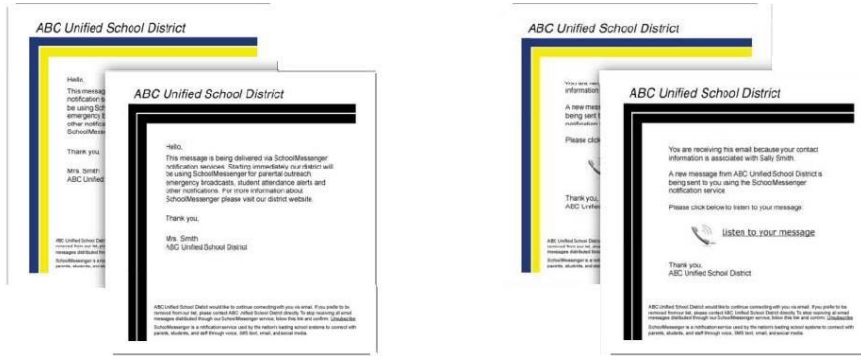
Phone _____

Sample Email Branding

Simple

Color examples: Primary = Blue, Secondary = Yellow

Alternative color: Black



Banner

Banner image size: 436 x 98 pixels

Color examples: Primary = Blue, Secondary = Yellow



Vertical

Logo image size: 136 x 136 pixels

Color examples: Primary = Yellow, Secondary = Black



Horizontal

Logo image size: 134 x 69 pixels

Color examples: Primary = Blue, Secondary = Black



What's the next step after this form is completed?

When complete, submit this form with your logo to emailbranding@schoolmessenger.com

Questions?

If you have any questions regarding the above, please contact support.

SchoolMessenger Solutions Support

Phone: 800-920-3897

Email: support@schoolmessenger.com