



# Email Branding Customization Form

## West Corporation

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## Email Branding Customization Form

### Organization Name

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(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** \_\_\_\_\_

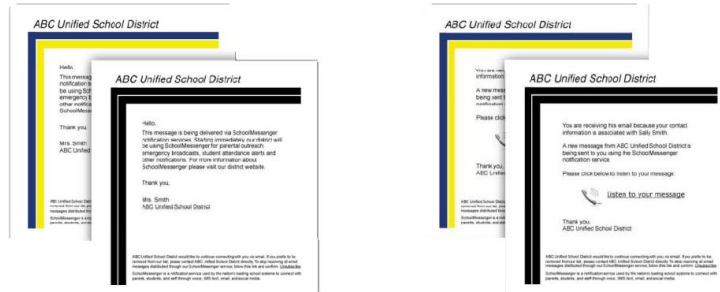
**Phone** \_\_\_\_\_

## 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](mailto:EmailBranding@SchoolMessenger.com)

## Questions?

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

### SchoolMessenger Solutions Support

800-920-3897

[support@schoolmessenger.com](mailto:support@schoolmessenger.com)