The attached document walks you through how to update your signature.  A sample is listed below which you can copy and paste as a template.

Signature requirements

* First and last name (Top Line) – (In Bold, Calibri Light 10.5 font)
* Your title as it appears with HR -(In Bold, Calibri Light 10.5 font)
* Your Beemac office address. (Calibri Light 9 font)
* **10350 Richmond Ave. Suite 310 Houston, TX 77042**
* 999 3rd St Beaver PA 15009
* 503 Martindale St. Suite 530 Pittsburgh PA 15212
* 360 Central Ave Suite 1000 St. Petersburg, FL 33701
* “Beemac Logistics, LLC.” -(In Bold, Calibri Light 10.5 font)
* Your office phone #(Calibri Light 9 font)
* Your cell phone # (Calibri Light 9 font)
* The Beemac website [www.beemaclogistics.com](https://www.beemaclogistics.com) (Calibri Light 9 font)

**Signature to copy:**

|  |  |  |
| --- | --- | --- |
|  | **Chuck Kuzniewski****Sr. Vice President of Talent & Culture**503 Martindale St. Suite 530 Pittsburgh PA 15212**Beemac Logistics, LLC**Direct (724) 359-4868 Cell (412) 499-2011[www.beemaclogistics.com](https://www.beemaclogistics.com)***“Relationships move loads.”*** |   |

  