



**Main Office**  
WestAir Gases & Equipment,  
Inc. 2505 Congress St.  
San Diego, CA 92110  
(619) 239-7571

## Signature Template & Instructions for Outlook

The signature should be set to PP Mori size 11, align text to the left.

**Name (in Bold–this can be 1 or 2 sizes larger)**

*Position in Company*

WestAir Gases and Equipment, Inc.

Location Address (where you are based out of)

Phone Number – Specify Office or Mobile or both (add ext. #)

Email



(keep logo relatively small under your signature)

### Example:

**William Smith**

*Director of Operations*

WestAir Gases and Equipment, Inc.

2506 Market St., San Diego, CA 92102

O: (619)555-555

E: [wsmith@westairgases.com](mailto:wsmith@westairgases.com)



### Easy Steps:

1. Go to your Outlook
2. Click on **New Email**
3. Click on **Signature**
  - a. Top panel of your new message
  - b. Then click **Signatures...**
4. Select signature to edit "**WestAir Template**"  
In the edit signature box type in your personal info (Name, Title, Address, Number, Email)
5. Ensure your default settings are set to your signature
6. Press **Okay**

Please have this done within 1 week of your WestAir email being active.

If you are an Executive, Director, GM, Account Manager, or on the Administrative Team; please contact [kwasson-facchini@westairgases.com](mailto:kwasson-facchini@westairgases.com) for an elaborate signature, linq Card and Hubspot setup