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## PowerPoint

Always start a new presentation using the Q-Park PowerPoint template. Your presentation will automatically have the Q-Park colours available for charts and diagrams.

If you need help to create a memorable presentation, please feel free to contact [sacha.oerlemans@q-park.com](mailto:sacha.oerlemans@q-park.com).

## E-mail

E-mails signatures are an important part of connecting with and information each other. E-mails sent to recipients outside Q-Park should always have a signature in the following format:

Met vriendelijke groet, / With regards, / Meilleures salutations, (use relevant language(s))

Your name

Q-Park Entity

Your position

**T** telephone number

**M** mobile telephone number (if applicable)

**E** e-mail address

**I** URL country website

Company name | Company address | Company postal code and city

Format telephone numbers with the international dialling code and group the digits so it is easy to read.

For example; +31 627 830 359

Do not use brackets as they limit smartphones to call the number directly!

## An example;

Met vriendelijke groet, / With regards, /  
Meilleures salutations,

Sacha Oerlemans

Q-Park BV

Corporate Brand, Communications & CSR

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In some countries you are legally obliged to include the number of the Chamber of Commerce number in business e-mail correspondence. In this case, add **C** and coc number.

Do not add any environmental, legal, social or commercial statements (nor logos etc) to your e-mail signature.