**Columbia**

Below is a sample email signature for your country. Modify the text below to include your specific information. In doing so, you may need to edit your address, etc.

When finished, use these instructions to copy the information into your email signature:

[Email Signature Setup Instructions](http://www.danabrandstandards.com/electronic-media/#emailsig_setup) or visit DanaBrandStandards.com/electronic-media under Email Signature Instructions.

When entering your specific information, please reference the identity standards for email signatures, which communicates required and optional choices at [DanaBrandStandards.com/electronic-media](http://www.danabrandstandards.com/electronic-media/).

Name Last Name

Title/Function

Business Unit or Group Name – Short Form

Dana Incorporated

Address

Address

Office: Phone Number

Fax: Phone Number – Optional

Mobile: Phone Number – Optional

[name.lastname@dana.com](mailto:name.lastname@dana.com)

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