**Email signature**

Please update the email signature line below with your information and include in your email communications moving forward. Thank you!

Template:

**First Last** | **Title**  
USC Facilities Planning and Management   
Work Address   
(o): office number (c):  cell number | email

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Description automatically generated

Example:

**Tommy Trojan** | **Team Lead and Campus Warrior**  
USC Facilities Planning and Management   
3434 S Grand Ave Los Angeles CA 90089  
(o): (213) 123-4567 (c): (323) 123-4567 | ttrojan@usc.edu

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