

CERGE-EI Email Signature for external communication

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Sample signature, please respect the unified appearance defined by given CERGE-EI brand identity and use this signature with logo and disclaimer ONLY FOR EXTERNAL communication, otherwise the server will be flooded.

The screenshot shows a Thunderbird email composition window titled "Write: (no subject) - Thunderbird". The address bar shows "From: Katerina Durrova <katerina.durrova@cerge-ei.cz> (Katerina Durrova (for external communication))". The "To" and "Subject" fields are empty. The signature block includes the name "Kateřina Dürrová", title "Event Manager | Development & PR Department", organization "CERGE-EI", address "Politických vězňů 7, Praha 1, Czech Republic", email "katerina.durrova@cerge-ei.cz", and phone numbers "+420 224 005 303" and "+420 602 259 353". Below the signature is the "30 YEARS CERGE EI 1991-2021 ANNIVERSARY" logo. The disclaimer text is in both Czech and English, stating that the email is for informational purposes only and does not constitute a binding agreement. The language is set to "English (United States)".

In order to use the CERGE-EI logo and reduced font size for the disclaimer, it is necessary to use the HTML version of the signature. You can simply select whole content of block below, and paste it into your email client signature dialog (not directly into the message).

HTML version of signature

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<b>Name Surname</b><br/>
Position | Department<br/>
CERGE-EI<br/>
Politických vězňů 7, Praha 1<br/>
Czech Republic<br/>
your.email@cerge-ei.cz<br/>
+420 224 005 your line<br/>
+420 your mobile number, if you have one<br/>
https://www.cerge-ei.cz<br/>
<br/>
<a href="https://www.cerge-ei.cz"><br />

<br /><br />

<span style="font-size: 9pt; font-family: Verdana; color: DarkGray"><b>Upozornění:</b></span><br />

<span style="font-size: 8pt; font-family: Verdana; color: DarkGray"><i>Není-li v této zprávě výslovně uvedeno jinak, má tato E-mailová zpráva nebo její přílohy pouze informativní charakter. Tato zpráva ani její přílohy v žádném ohledu Univerzitu Karlovu, CERGE, ani Národohospodářský ústav AV ČR, v.v.i. k ničemu nezavazují. Text této zprávy nebo jejích příloh není návrhem na uzavření smlouvy, ani přijetím případného návrhu na uzavření smlouvy, ani jiným právním jednáním směřujícím k uzavření jakékoliv smlouvy a nezakládá předsmulvné odpovědnost Univerzity, CERGE, ani Národohospodářského ústavu AV ČR, v.v.i. Obsahuje-li tento e-mail nebo některá z jeho příloh osobní údaje, dbejte při jeho dalším zpracování (zejména při archivaci) souladu s pravidly evropského nařízení GDPR.</i></span><br />

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<span style="font-size: 9pt; font-family: Verdana; color:

**Disclaimer:**

*If not expressly stated otherwise, this e-mail message (including any attached files) is intended purely for informational purposes and does not represent a binding agreement on the part of CERGE, Charles University, or the Economics Institute of the Czech Academy of Sciences. The text of this message and its attachments cannot be considered as a proposal to conclude a contract, nor the acceptance of a proposal to conclude a contract, nor any other legal act leading to concluding any contract; nor does it create any pre-contractual liability on the part of CERGE, Charles University or the Economics Institute of the Czech Academy of Sciences. If this e-mail or any of its attachments contains personal data, please be aware of data processing (particularly document management and archival policy) in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council on GDPR.*

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<https://itinfo.cerge-ei.cz/> - **CERGE-EI Infrastructure Services**

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Last update: **2021-01-25 16:28**

