

Templates

Do you have an email signature?

Yes

No

Do you have a text signature?

Yes

No

Do you know how to do a mail merge from your database?

Yes

No

Are you using Canva or another graphic program?

Yes

No

Do you have regular letters saved where you can easily find them?

Yes

No

Do you have an easily accessible bio to send?

Yes

No

What is your brand font?

What are your brand colours?