

Signatures

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SIGNATURES STEP BY STEP CHECKLIST.

Feel free to print this page and check each task as you complete it.

- ☐ Write a simple signature that promotes one of your products, services, blog or Facebook profile. Make sure there is a call to action in the signature.
- ☐ Set up your email client so the signature appears in all outgoing emails and replies.
- ☐ Repeat the process with everything you answer emails on such as a smartphone.
- ☐ You can also add your signature to your outgoing autoresponder emails.

Tip. Test different signatures and results, you should also consider having custom signatures for different scenarios.