



Standardization

Document creation, email signature, and out of office replies –
email, phone, door sign

DOCUMENTS

All documents to have a footer.

These four items are to be entered at the bottom right-hand corner of each page.

Created date: 9/18/19

Revised: 11/20/19

Effective Date: CY20

Prepared by: Lead Center

All documents are to be numbered regardless of the page count.

Example: 1 of 1, or 1 of 100

All documents must indicate the end of the communication.

Example:

Message text. ### 1 of 2	This page left blank intentionally. 2 of 2
---	--

STANDARD EMAIL SIGNATURES:

FOR LEAD CENTER:

Name

Title

New Mexico Small Business Development Center Network

6401 Richards Ave.

Santa Fe, NM 87508

Office Phone (at a minimum), make sure this is a number you answer or check messages very frequently.

www.nmsbdc.org



Standardization

Document creation, email signature, and out of office replies –
email, phone, door sign

FOR SERVICE CENTERS:

Name, Title, Center info. Host info.

Example:

Anwar D. Kaelin
SBDC at UNM Taos, Director
Business & Export Assistance Counselor
2019 New Mexico SBDC Center of the Year

Specialty ok to add
Any center awards are ok to add



NMSBDC.org | [LinkedIn](#) | [Facebook](#) | [Twitter](#) | [Instagram](#)



"Building New Mexico's Economy... One Business At A Time." -[New Mexico SBDC Network](#)

Plus standard approved boilerplates (SBDC and SBA)

ABOUT THE NEW MEXICO SMALL BUSINESS DEVELOPMENT CENTER NETWORK

The New Mexico Small Business Development Center (NMSBDC) Network was established in 1989 through a partnership with the US Small Business Administration, the State of New Mexico, the New Mexico Association of Community Colleges, and the New Mexico Association of Independent Community Colleges. The NMSBDC Network State Office is located on Santa Fe Community College campus. The program provides confidential, no-cost business consulting and low-cost business training to entrepreneurs and small businesses throughout the state. Strategically located in 24 communities, we serve all 33 New Mexico counties. NMSBDC consultants have countless years of combined management and ownership expertise and have helped to create more than 35,000 jobs in the state since its inception.



Standardization

Document creation, email signature, and out of office replies –
email, phone, door sign

Entrepreneurs have access to subject matter experts to help them start, expand and be profitable. For more information visit www.nmsbdc.org.

SBA DISCLAIMER

*"Funded in part through a cooperative agreement with the U.S. Small Business Administration. All opinions, conclusions or recommendations expressed are those of the author (s) and do not necessarily reflect the views of the SBA. All SBDC programs are extended to the public on a non-discriminatory basis. Reasonable accommodations for persons with disabilities and individuals with limited English proficiency (LEP) will be made if requested at least two weeks in advance. " Contact: **your center information.***

OUT OF OFFICE REPLIES

Email, Phone Message, and Door Signs

Thank you for contacting the SBDC@Your Center.

I will be out of the office from enter Date(s) or times

In the event you need immediate assistance, please contact enter your Point of Contact in your absence. If you do not have anyone, let your assigned ASD know so that he or she can be your POC.

Please visit our website at www.nmsbdc.org for more information on our no cost counseling and low to no cost trainings for all NM entrepreneurs.

Remember to leave a sign on the door as well with the same information.

NOTE: Please make sure that you have a clear message as to when you will return, when and how you will be returning messages, with what frequency if any you will be checking your inbox, who is covering in your absence, and any other pertinent information that you would want to know if you were reaching out to someone and have an expectation of receiving a reply.