Email Etiquette & Best Practices

- ✓ Use a professional salutation.

- ✓ Avoid using humor.

- ✓ Don't! Overuse exclamation points!

- ✓ Have a clear, concise subject line.

- ✓ Proofread your message.

- ✓ Don't assume the recipient knows what you are talking about.

- ✓ Don't "shoot from the lip."

- ✓ Remember to include your signature.

- ✓ Reply to all emails.

- ✓ Keep private material confidential.

Learn more at:

Trustworthy Selling