



EMAIL BLAST REQUEST

Request Date:

Date of Blast:

Prepared By:

Client/Company:

Client Contact:

Contact Phone:

Time (of day) of Blast:

Frequency:



Project Description

PLEASE READ THROUGH THIS LIST AND PROVIDE AS MUCH, OF WHAT IS DESCRIBED, AS POSSIBLE.

- Describe the message to be delivered and/or the client's expectations.
- If there is artwork that you need to attach to this project, please email it to marketing@kickbackpoints.com. Preferred file formats are ai, pdf and psd. Acceptable file formats include: jpg, png, eps, ai, psd, indd, tiff and pdf.
- CONTENT SHOULD BE PROVIDED. The Creative Dept does not write email blast messages. We will, of course, advise but we do not make decisions about the content. That is the responsibility of the client and KB salesperson. If you need assistance with providing content, please contact Miranda at marketing@kickbackpoints.com. **NOTE: The turn-around time for receiving a first proof on any new or custom design is 7 business days.**

List Provider

If KickBack, Describe:

If not KickBack, be sure you attach the list to this request form.

Cost per email is \$0.02. Graphic Design Rate is \$60/hour.

Excessive proofing (beyond 3) may result in increased hourly charges. Turn-around time for each proof is 3 business

Proofing

Proof 1

Approved

or Changes:

Proof 2

Approved

or Changes:

Proof 3

Approved

or Changes:

To be filled out by the Creative Department

CREATIVE COST: _____

TOTAL NUMBER OF EMAILS: _____

TOTAL COST: \$ _____

Final Approval

Final Approval must signed by both parties before the emails will be delivered.

Approved

KB Agent: _____

Client: _____