**Creating Your Newsletter Template**

Please complete this form so that we can create your newsletter.

**If you have any questions please email** [**support@architectsmarketing.com**](mailto:support@architectsmarketing.com) **BEFORE submitting this form and required images.**

**CRITICAL INFORMATION:**

* **Complete the below form in full before sending.** If you send an incomplete form or don't attach all the required images then you will be asked to resubmit and your newsletter will go to the back of the queue.
* **Proof read your text.** After you email this form (and required images) your newsletter will be added to the newsletter creation queue. Any amendments and typo fixes will push your newsletter to the back of the queue.
* When complete, **save this word document and name it: “AM-NL-YOUR-NAME-FORM”** (substitute red letters with your “FIRSTNAME-LASTNAME” or “COMPANY-NAME”). This helps us to easily find your newsletter.
* Name your images as shown in the form below. This helps us to easily find your newsletter.

When completed email [support@architectsmarketing.com](mailto:support@architectsmarketing.com) with subject line: **“AM-NL-YOUR-NAME-FORM”** (substitute red letters with “FIRSTNAME-LASTNAME” or “COMPANY-NAME”)

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| --- | --- | --- |
| **Your details** | | |
|  | **Name of person submitting this form** |  |
|  | **Best contact email** |  |
|  | **Your company name** |  |

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| --- | --- | --- |
| **Newsletter customizations** | | |
|  | **Newsletter title** (all CAPS will be used for the title as it fits better within our template) |  |
|  | **Company and contact details** | Your Company Name  123 456 7890 (phone #)  [email@domainname.com](mailto:email@domainname.com)  Street address  City State ZIP  www.domainname.com |
|  | Attach your **logo** (optional) | * PNG file with transparent or white background. * 400-600 pixels wide (height may vary) * Save the image file as: “AM-NL-YOUR-NAME-LOGO” (substitute red letters with “FIRSTNAME-LASTNAME” or “COMPANY-NAME”) |
|  | Attach your **Monkey’s Fist image** | * PNG file with transparent background. * 600 pixels maximum width (height can vary) * Save the image file as: “AM-NL-YOUR-NAME-MONKEYS-FIST-IMAGE” (substitute red letters with “FIRSTNAME-LASTNAME” or “COMPANY-NAME”) * \*Do not send your full Monkey's First report, Word document, or any other file types. |
|  | Type the **call to action text** for your Monkey's Fist |  |
|  | Type your **Monkey’s Fist URL** (landing page link) |  |
|  | Attach your **author image** | * JPG or PNG file * 600x600 pixels (exact size) * Save the file as: “AM-NL-YOUR-NAME-AUTHOR-IMAGE” (substitute red letters with “FIRSTNAME-LASTNAME” or “COMPANY-NAME”) |
|  | Type your **author/company bio** (100-120 words ) |  |