**TARGETED EMAIL CONTENT SUBMISSION TEMPLATE**

**ADMIN DETAILS***Does not appear in the email - for internal use only.***Basic Company Details**   
Company Name:    
Email Distribution Date:    
Email Distribution List:

**Point of Contact for Technical Questions/Follow Up**   
First & Last Name:    
Email Address:    
Phone Number:

**EMAIL: TEXT ASSETS**Subject Line (30-50 characters/4-7 words):    
Preheader Text (30-60 characters):    
Headline (30-50 characters):

**Body Copy**Long-Form Email (approx. 300 words):

Short-Form Email (*optional*; approx. 50-75 words):

**Call To Action (CTA)**ButtonText (2-3 words):    
Button Color HEX Code:

**EMAIL: IMAGE ASSETS***Attach image assets to email when submitting this document. If image assets are too large to email, you may request an upload link.* ***Image file sizes should not exceed 10mb in total.***

**Images**Logo Image (400x200 px minimum)   
Hero Images (1300x630 px (desktop) and 750x400 px (mobile))

**Links***Use clean URLs that do not include subdomains added to the destination URL (such as https://urldefense or https://nam02.safelinks). These are added when copying from Microsoft Outlook and will not work in our system.*

Logo Image URL:    
Hero Images URL:

**EMAIL: FOOTER ASSETS   
Company Mailing Address**Company Name:    
Street Address:    
City, State & Zip:

**Social Media Pages**   
LinkedIn (URL):    
X (URL):    
Instagram (URL):    
Facebook (URL):    
YouTube or Vimeo (URL):