

INTERNAL MARKETING REQUEST NEW PROCESS

STEP 1 - GO TO WEB FORM

[THENCD.COM/MARKETING-SERVICES](https://thencd.com/marketing-services)

STEP 2 - FILL IN DETAILS

Questions are self explanatory.

The more information you offer, the faster the execution will be.

TIDBITS:

- Please be sure “person requesting box” is completely and accurately filled in
- You **must** check the specified box if you are requesting a project on behalf of a **customer**
- You must check the specified box if you are requesting a project for a **SPECIFIC EVENT**.
- You can upload a file for examples or if you need to order business cards for multiple employees, you can upload a template with the information and submit.
- Due date you enter will be taken into consideration, however you must be aware of turn around times stated in request type

STEP 3 - EMAIL CONFIRMATION

- You will receive an email confirmation immediately

COMING SOON...

- Ability to check on project progress
- Ability to engage; project communication
- Reporting functionality - manage your requests in one place

QUESTIONS?

Reach out
to the
Marketing
Department

marketing@
thencd.com