



Corporate Communications Request Portal Projects		MINIMUM Turnaround Times
Presentations -PowerPoint for use with clients		
Simple Presentation - alter 1-5 pages on an existing PowerPoint presentation		2 business days
Complex Presentation - alter 6+ pages of an existing PowerPoint presentation or create a new presentation		4 business days
New Presentation Template		Meeting to determine
Print & Bind (Up to 4 copies) For additional copies, additional time may be required.		1 business day
Highlight Sheet -one-page product overview		
Update current highlight sheet		2 business days
Create new highlight sheet		Meeting to determine
Print (Up to 100 copies) For additional copies, additional time may be required.		1 business day
Brochure -multi-page document providing an overview along with features & benefits of a product(s) or service(s)		
Update current brochure		2 business days
Create new brochure		10 business days
Email -designed to promote a product(s) or service(s)		
Creating new email in existing template		5 business days
Create new template		10 business days
Advertisement -journal ad or other promotion in a print or electronic format highlighting a product(s) or service(s)		10 business days
RFP -request for proposal		Meeting to determine
Stewardship -tailored PowerPoint presentation for client prior to renewal		Meeting to determine
Application -form for collecting exposure data from clients and prospects for our own product(s)		Meeting to determine
Other		Meeting to determine





Corporate Communications Request Portal SAMPLES

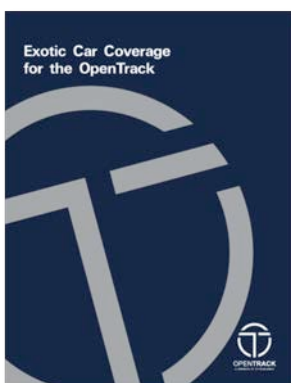
PRESENTATION



HIGHLIGHT SHEET



BROCHURE



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ADVERTISEMENT



RFP



STEWARDSHIP



APPLICATION

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