

Hi everyone,

It's getting increasingly difficult to track incoming requests for marketing materials. In the interest of saving time and to avoid things getting lost in the shuffle, we will be implementing a new request form. Please fill this out whenever you require something from the marketing team. I recommend bookmarking the link for quick and easy access.

Once you submit a request using the form, I will send you a confirmation and expected timeline for delivery.

{INSERT THE LINK TO YOUR GOOGLE FORM}

Thanks for your cooperation.

{YOUR NAME}