**Small web job – single request brief**

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| **Job Title:** **Job Number:**  |
| Marketing Contact: |  |
| Client / Stakeholders: |  |
| Date: |  |
| Brief description of job? |  |
| Supporting assets or relevant information |  |
| Expected / desired outcomes of update  |  |
| **Deadlines** |  |
| Live by Date(s)  |  |
| Final sign off |  |
| Lifespan |  |

* Please ensure that all copy to support this amend is provided in a Word document. Please use tracked amends for anything that is being updated and will need to be accepted before amends are made
* Once submitted – check the status of your job by going to support.ntu.ac.uk and selecting ‘Check your tickets’