**Digital asset - single request brief**

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| --- | --- |
| **Job Title: xxxx**  **Job Number: xxxx** | |
| Marketing Contact: |  |
| Client / Stakeholders: |  |
| Type of file required (if known) |  |
| Dimensions (in pixels) |  |
| No. of rotations (if applicable) |  |
| Supporting assets or relevant information |  |
| Where will this be used |  |
| **Deadlines** |  |
| Live by Date(s) |  |
| Final sign off |  |
| Lifespan |  |

* Once submitted – check the status of your job by going to support.ntu.ac.uk and selecting ‘Check your tickets’