**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’