

PARTNER/SPONSORED EMAIL REQUIREMENTS

THE FOLLOWING GUIDELINES WILL HELP TO ENSURE THAT PARTNER EMAILS ARE PROCESSED EFFICIENTLY AND DEPLOYED ON SCHEDULE.

Expect a standard turnaround time of 4 business days once all of the content has been submitted to your sales representative or production manager.

MATERIALS NEEDED

1 HTML file

- Must be between 500-700px wide.
- HTML file must be proof-read, email client tested*, and approved.
- All images must be absolute linked, devoid of spaces, and hosted on the client's server.

Correct image sourcing: ``

Incorrect image sourcing: ``

- While we do not require your unsubscribe link, the HTML file must contain your company's physical address.

Subject Line

From (sender) name

Suppression file (optional)

All names that should receive a proof and/or be seeded on the final deployment

Desired deployment date and time

LIMITATIONS FOR PARTNER EMAILS

Access Intelligence will only make small text edits to the HTML provided. Any design, layout, or large body copy updates will require a new HTML file from the client. If there are problems with the way the HTML is displaying in an email client, the partner will need to address and fix these issues and provide a new HTML file.

Please be aware that not all email providers (namely Outlook 2007+) will display animated gifs. If you wish to use an animated gif, all pertinent information should be included in the first frame.

Not all email providers will display background images (namely Outlook 2007+), please keep this mind when proofing messages.

We cannot accept HTML files with embedded video, flash, swf, or audio files.

If there are any questions, please contact your sales representative or production manager.

*These websites offer free trials for email inbox previews:

<http://litmus.com>

<http://www.emailreach.com>