**Honeywell Trade-In Promotions**

**Partner Customizable Email Blast Execution Services**

**Campaign Execution Checklist**

Please email completed form, logo and database to: walter@partnerconcierge.com

|  |  |
| --- | --- |
| Company Name |  |
| Address |  |
| Website  |  |
| Contact Name |  |
| Phone  |  |
| Email  |  |

1. Logo – jpg or png format *(minimum 300p wide)*
2. Email Address – to be listed in “from” and “reply to” fields
3. Website URL – linked to partner logo in the email

http://

1. Website Links to following documents

2010 Printer Trade-In Program

http://

Better Together Trade-In Program

http://

1. Database – Up to 750 email addresses per email blast

Email addresses listed in individual fields *(MS xls or xlsx format)*

Please provide an opt-in or customer/prospect email list. There should be no spaces and or special characters before email address.

1. Copy – value added solution *(maximum 100 words)*