



RETAIL MARKETING JOB REQUEST FORM

Please complete all details and return this form via email to retail.marketing@aptouring.com.au

PLEASE NOTE

- All creative design requests require a minimum of five business days for processing.
- Any missing information may delay the artwork.
- Once you have been sent the draft of your artwork, please advise if any changes are required.
- Once artwork is approved, APT Travel Group Retail Marketing will send you the final file for publishing.

REQUESTED BY

Job type

ATG Brand

INFORMATION

Destination, tour code, special deals/offers, etc.

AGENCY DETAILS

Agency name, address, phone, email, etc.

First draft due

Final copy due

Does an agency logo need to be included?

Has logo been attached to request form?

OPTION 1: PRESS AND PRINT

Newspaper ads, magazine ads, flyers, posters, etc.

Height (mm)

Width (mm)

Does the artwork need bleed?

If yes, provide the bleed required (mm)

File format required

Comments

OPTION 2: DIGITAL

Displays, social tiles, eDM headers, etc.

Height (px):

Width (px):

File format required

Comments

OPTION 3: OTHER

Images, tour maps, radio scripts, TV campaigns, etc.