

## Email Files and Format Requirements

If you are preparing for an email campaign and are sending your completed email directly to us, please follow the guidelines below to make the process as smooth as possible. We usually need files at least 3 days (and ideally 5) prior to the send date.

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We can accept any .htm file though we would prefer NOT CSS files. We can work with them if necessary - but please add an additional 2 working days to our standard timings if we need to do so.

We can (at £149 charge) put together an html email from the individual components supplied. In this case, we need;

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- Copy to be supplied as MS Word/Notepad or please ask us for alternative options accepted
- Images/photos (as .jpeg .gif .png files - but NOT .bmp files)
- No problem in resizing any images
- Resolution: typically a minimum of 72 dpi is required

