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| based on existing, fully designed Photoshop files, signed off by client. | | | | | | | | | | | |
| Client | {client} | | Project name | | {projectName} | | | Job No | | {jobNo} | |
| Product/service | {productService} | | Brief Written by | | {am} | | | Date | | {date} | |
| Review Date | {reviewDate} | | Live Date | | {liveDate} | | | Production Budget | | {budget} | |
| Sign off | Planning Director | | Exec Creative Director | | | Account Director/Manager | | | Client | | |
|  |  | |  | | |  | | |  | | |
| Email | | | | Landing page | | | Multi page/microsite | | | | |
| Special requirements  Animation  Responsive layout  Dynamic content  Lotus Notes < 6.5 compatible | | | | Special requirements Responsive layout Interactive elements Outdated browsers  Cookie alert | | | Special requirements Responsive layout Interactive elements Outdated browsers Cookie alert | | | | |
| specify special requirements Please give further details relating to any selected technical requirements and include additional details ie Mozify build, tracked social sharing and anything not covered within the above options. | | {specialRequirements} | | | | | | | | Does This project require further work  by Development after html build? Yes /  No |
| output variations Please provide details about multiple versions  of the template to be built  ie language, demographic, customer type etc. | | {outputVariations} | | | | | | | | |
| build and preview environment Where is/are the final html file(s) to be presented for preview and testing internally and (if required) by the client? Please specify. ie Knowledge Store, testing location  on server, custom sub domain. | | {previewEnvironment} | | | | | | | | |
| location of assets Please provide path(s) to signed-off assets, copy and .PSDs. | | {locationOfAssets} | | | | | | | | |

# included hyperlinks

|  |  |
| --- | --- |
| Description / location / assets ie button, link text, graphic, logo, etc. | URL |
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# html build brief - Appendix

## QA

|  |  |  |
| --- | --- | --- |
| Tasks (job specific) | done | initial |
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| --- | --- | --- |
| Mandatory | done | initial |
| Copy check |  | XX |
| Brand control (ie typefaces) |  | XX |
| Alt tags for all key images |  | XX |
| Render text (Email on Acid) |  | XX |
| If responsive, live test on standard mobile devices |  | XX |
| All links (as far as provided) |  | XX |