INFORMATIONS FOR THE CUSTOMER

# Guide for Stand Alone Mailing

Thank you for choosing Vogel Communications Group for your Stand Alone Mailing!

#### What you need to do?

Please fill in the form *Briefing Stand Alone Mailing.pdf* with your content and send the final file together with the required materials (see *What do we need from you?*) to your Order Manager or Campaign Manager in due time.

#### What happens next?

Upon receipt of all materials, your Campaign Manager will create the Stand Alone Mailing and send you a preview for final approval. Any changes you wish to make can be made before the mailing is sent.

#### **Contact details**

BOX

CHECK

If you have any questions concerning the content, please feel free to contact your Campaign Manager or kampagnenteam@vogel.de.

### What is a Stand Alone Mailing?

A Stand Alone Mailing allows you to reach your target group with your message directly. You provide the content and information on the desired target group and we take care of the rest. The mailing is perceived by our readers as a recommendation from the editorial team.

# What we need from you?

- 1. Your company's logo
- 2. Pictures (at least 70 dpi)
  - Optimum header size: 800×230 pixels
  - · Maximum size of the images: 80 KB
- 3. Texts incl. links (approx. 1,000 to 2,500 characters in total)
- 4. Suggestion for the subject line

The files
must reach us
10 working
days before
the date of the
mailing.

# **Image rights**

A prerequisite for the use of the content provided by you is that you have sufficient rights to pass on the respective content to the Vogel Communications Group and that you will indemnify the Vogel Communications Group in the event of a claim by a third party due to lack of ownership of said rights. By submitting the contents, you declare that you comply with these requirements.





# Tell us what is especially important to you

Please tell us what you would like to emphasise and what is particularly important in the presentation of your content. We will present your solution in the best light. Using eye-catching call-to-actions, listings and images, the mailing will be structured to be as reader-friendly as possible. Both in your interest and in ours, the mailing will not be promotional. This ensures that our readers will find your solution as useful as possible.

#### Your reach

Together with you, we will select addresses that best match your target group. In doing so, we use registration details such as industry, career level, department and areas of interest of our users.

## What do you get from us?

Your content will be integrated into our email template to maintain the look and feel of the media brand. Once the data has been delivered on time, you will receive an initial preview for approval 2-4 working days before the mailing is sent.

