

File Requirements

- HTML (with or without CSS).
- Maximum width: 600 pixels.
- Image files (attached separately): .jpg, .png or .gif.
- Image resolution: 72 dpi or higher.
- Subject line: 50 characters or less.
- Preview text: 100 characters or less. (This short text at the top of the e-mail serves as an extension of the subject line when viewed in the preview pane of an e-mail browser.)

Or, have Athletic Business Create Your Custom E-Mail

Provide one of the following:

- **PREFERRED:** A high-resolution PDF of the e-mail layout to be re-created.
- No more than 250 words of copy and one or two images. Text will be copied and pasted exactly how it is received.

Text-to-Image Ratio

Suggested text-to-image ratio should be 60% copy to 40% graphics.

Don't rely solely on graphics to get your message across, as some e-mail clients automatically disable images.

URL/E-mail Links

Include a full list of URLs and/or e-mail addresses and specify where they should be linked.

SPAM Flagging

Avoid spam trigger words to prevent your e-mail from being tagged as spam by your customer's e-mail server. [See this article](#) for a list of common trigger words.

<https://moosend.com/blog/spam-words/>

Lead Times

All materials must be **submitted five business days** prior to scheduled e-mail send date. (Late materials may result in a postponed send date.)

Proofing Process

Please include a list of email addresses that should receive a proof. If multiple emails are submitted, please specify who will give final approval.

A proof will be sent to you from athleticbusiness@athleticbusiness.com. This address may need to be whitelisted so it doesn't end up in spam.

Please check the proof carefully! Once it is approved, you are agreeing to spelling, layout and copy.

**We are not responsible for errors or omissions after you have approved the final proof.*

Technical Questions?

Scott Packel | Production Assistant

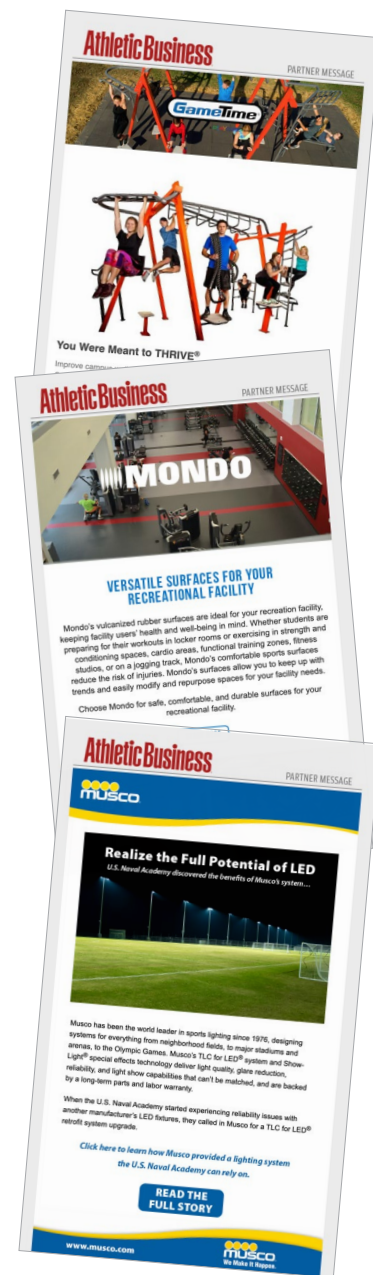
(800) 722-8764, ext. 138

scottp@athleticbusiness.com

Marjorie Schultz | Digital Production Manager

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**THANK YOU
FOR YOUR BUSINESS!**

Schedule Your Custom E-Mail TODAY!

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