**RAMS** | New Module Request Form (MRF) for RAMS-Template\_A



**TEMPLATE A MODULES**

(click to open)



**MODULE REQUEST FORM** (click to download)



**EMAIL
REQUEST FORM** (click to download)



**CAMPAIGN REQUEST FORM**(click to download)

|  |  |
| --- | --- |
| **Section Name** | *Please select one (highlight the applicable section):*Security messageMaster header (large)Master header (small)IntroBodyBody specialBody tableCTAFooterApp bannerTerms and conditionsPhysical mailing address |
| **Module Name** | *n3Hub will complete after module is built and signed-off* |
| **Description** | *n3Hub will complete after module is built and signed-off* |

|  |
| --- |
| **SPECIFICATIONS** (complete those that are applicable) |
| **Image** | *Size (width x height)* |
| **Background** | *Colour (in hex)* |
| **Sub-headline** | *Font colour (in hex)**Font style/type (e.g. Arial) (if font is not freely available, please provide license to use it)**Fall-back font stack (e.g. for email clients like Outlook. Please select standard windows fonts)**Font size/& line height* |
| **Copy** | *Font colour (in hex)**Font style/type (e.g. Arial) (if font is not freely available, please provide license to use it)**Fall-back font stack (e.g. for email clients like Outlook. Please select standard windows fonts)**Font size/& line height* |
| **Level 2 sub-headline (e.g. Franchise signature)** | *Font colour (in hex)**Font style/type (e.g. Arial) (if font is not freely available, please provide license to use it)**Fall-back font stack (e.g. for email clients like Outlook. Please select standard windows fonts)**Font size/& line height* |
| **CTA buttons** | *Background colour (hex code)**Font colour (hex code)**Font style/type (e.g. Arial) (if font is not freely available, please provide license to use it)**Fall-back font stack (e.g. for email clients like Outlook. Please select standard windows fonts)**Font size/& line height* |
| **Attach a sample design of the module/layout** | *Include filename of the attachment* |
| **Attach any images that will be used in the module (in high resolution, .png format)** | *Include filename of the attachment* |
| **Specifications for mobile rendering (if any)** | *Include instructions, sample design layout and images specifically for mobile devices (if any)* |

Guidelines for module changes

**Module modifications include**

* Addition/deletion of a couple of paragraphs provided it does not disturb layout. This will most easily be done for a module that consists of copy only (in continuation of an existing paragraph)
* Addition/deletion of a few bullet points in an existing module, provided it does not disturb layout (e.g. Body Copy 5 – if three bullet points are removed it will leave extra space below the button. Hence, if image height or spacing on that module is to be adjusted, it will be counted as a New Module)

**New modules**

* Changes to background color of an existing module
* Changes to image sizes in a module
* Changes to the font-size, line-height, font-type, font-colour in an existing module
* Changes to padding between paragraphs, between paragraphs and images, within and around buttons
* Any modification on the position of buttons and images (e.g. center, right-aligned, left-aligned)
* Changes to the layout of a module i.e. number of columns, width and height of a column, etc.
* Addition/deletion of paragraphs around another element on the module, e.g. after a button, image, sign-off, infographic, etc
* Changes to hard coded modules
* Basically, any changes that affect the layout and rendering of an existing module that require changes to code will be a new module

**Grey areas**

* Number of paragraphs that can be added to an existing module
* Number of bullet points that can be added to an existing module

**New template**

* Any changes that are different from the wire-frames (based on which Template A was built) and would require a change to the overall designing of the current template will be counted as a new template, e.g. changing the width of the template, margins, padding, colour palette, font-stack, fallback font-stack, etc.

**Note**: n3Hub reserves the final discretion to what constitutes a change, new module or a template change after assessing a request and the effort required to build it.