

Logo Request Form

Client Email Template

Hi Client Name,

Thank you for reaching out. To ensure a smooth and compliant process for using the eMoney logo and/or screenshots on your website or marketing materials, please follow the steps outlined below:

1. **Initial Request:**
 - Please email our Customer Support at customerservice@emoneyadvisor.com.
 - In your email, specify whether you need to display the eMoney logo and/or screenshots.
 - Detail where the logo and/or screenshots will be displayed (e.g., client's website, marketing materials).
2. **Marketing Approval:**
 - Our team will forward your request to our Marketing department for approval.
 - Include the URL link to your website if applicable, or a sample of the marketing material where the eMoney logo/screenshots will be used.
3. **Legal Preparation:**
 - Once Marketing approval is obtained, our Legal team will prepare the Name and Logo License Agreement.
 - The agreement will include:
 - Company Name
 - Company Address
 - Date
 - Exhibit A, which outlines the specific use case (most commonly, the eMoney logo and the website where it will be displayed).
4. **Review and Signature:**
 - The prepared agreement will be sent to you for review and signature via DocuSign.
5. **Finalization:**
 - Once fully signed, you will receive a copy of the agreement, along with a zip file containing the 'eMoney Logo Suite' if applicable.

If you have any questions or need further assistance, please do not hesitate to reach out.

Sincerely,

Your Name

[Type here]