

## Client Communications – CMS Briefing Form

**Responsibilities:** *(mandatory fields)*

Cluster / Business Unit ggf. Key Area:

Country / Region:

Reference / Contact in Client Marketing:

**Business reason:**      Marketing      Regulatory      Other concern:

**Subject:**      FK-Portal      Microsite      International website

**Request:** *(mandatory fields)*

Update / change of an existing page      Creating a new page      Changing / add: Images / PDF documents / Banner  
Publish news / Change Newsletter      Replacement of banners (attach screenshot and clearly mark the position on the page)

Further requirements:

**Project-Deadline (Service level):** *(mandatory field)*

**URLs of the corresponding page(s):** *(Minimum 1 mandatory field)*

**Language channel:**

**Language channel:**

**Language channel:**

**Language channel:**

**Please include attachments in your email:**      Images / PDF documents / Banner      Text content

**File details:** Provide clear instructions on how the attachments should be displayed on the page.

**Please provide screenshots to illustrate your request.**

**For changes to existing banners / images, PDF documents, please state clearly in the brief what needs to be changed.**

*The implementation is in accordance with the Commerzbank guidelines and the corporate styleguides.*

**I hereby confirm that all documents have been accepted by Legal and Compliance in advance**