Content/copy brief

**Page title:**

**Date:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Owner:** |  | **Audience:** |  |
| **Site Section:** |  | **Content purpose:** |  |
|  |  |  |   |
|  |  |  |  |

**Above the fold summary – key high level info**

 Please indicate the most important content to the user that needs to sit at the top of the web page above the bottom of your computer screen.

|  |
| --- |
|  |

**Copy/content**

 Please provide the copy brief here that you either require us to write or edit. You can copy and paste your brief or provide links to pages, documents, articles, reports, etc.

|  |
| --- |
|  |

**Links (internal and external)**

 Please indicate the links you would like on this page, either to relevant content internally or to an external site.

|  |
| --- |
|  |

**Digital assets**

Please provide any assets that you would like on this page, i.e. video, infographics, images, icons, charts, etc.

|  |
| --- |
|  |

**Documents**

Please provide any documents that you would like on this page for users to download or view.

|  |
| --- |
|  |

**Additional notes to copywriter/content editor**

Please let the writer or editor know if you have any additional comments regarding your content.

|  |
| --- |
|  |