**CALL-OFF CONTENT PRODUCTION**

**Collaboration:** KTH and OTW within framework agreement V-2021-0650

**Date:**

**Contact person KTH:**

**Phone:**

**Mail:**

**Cost center / Invoice reference:**

When you order from OTW, follow these guidelines: Stick to the agreed times to ensure timely delivery. Be clear and responsive in your communication, and reply to emails without needing reminders. Proactively inform about any changes in conditions or timelines.

**Brief – [Name of project]**

**Description of assignment**

[Describe the assignment. What should OTW do?]

**Purpose and aim**

[What is the purpose and aim of the project?]

**Target group**

[Which target group/groups should you communicate with?]

**Challenges**[Are there any challenges in the project that OTW should be aware of?]

**Delivery**[In what format do you want the delivery? For example, original for print, low-resolution pdf, PowerPoint, Word file, InDesign file, jpg. or other format]

**Language, accessibility and GDPR**

[Describe requests for language, possible accessibility adaptations as well as handling of GDPR]

**Musts**

[Things OTW must relate to. What has to be included and what should not be included?]

**Timeframe**

[What day do you want the delivery? Are there other time markers that are relevant?]

**Time period**

[When should the material be used? And how?]

**Budget**

[Please state a budget so that OTW more easily can adjust the level of ambition and expectations]

**Other**[Other information about the project. Are there attachments / templates? Is there insight work or other relevant background information. If the material or model comes from you as the customer - describe it. Describe mandate for decision-making and any need for anchoring]