

Working with PhilaMarketing

The **Greater Philadelphia Marketing Team** boasts a team of highly skilled professionals committed to providing exceptional design solutions tailored to your needs. We take pride in our attention to detail and a collaborative approach.

Below, we outline key points regarding our project submission guidelines and turnaround times for your awareness:

Turnaround Times:

Our operation spans 8 hours daily, from 8:30 a.m. through 5:30 p.m. Submissions after 5:00 p.m. will be queued the next business day, extending delivery by an additional day. Our OM and BOV services typically require 5-10 business days, depending on complexity, to ensure high-quality outcomes. Note that our team does not operate over the weekend.

Revisions:

We aim to address straightforward revisions promptly, often on the same day. Please request revisions by replying to the most recent file delivery email.

Responsibility for Tight Deadlines:

While Philamarketing strives to meet all deadlines quickly, we cannot be held accountable for extremely tight client deadlines. It's crucial to consider our standard turnaround times. It's very important that you manage your client's expectations.

Turnaround Times:

Turnaround times are detailed on the following page for your convenience. We recommend reviewing these guidelines prior to project submission to ensure a seamless process.

Complex Requests:

Projects with higher complexity may exceed the standard timeframe. Upon receipt, we'll analyze your request to estimate a more accurate completion time.

Contact Information and Support:

For any questions, updates, special instructions, or if you need to send files or cancel a request in progress, please contact us at our group mailbox: philamarketing@nmrk.com.

To ensure prompt responses, we kindly request that you refrain from sending emails to individual addresses. Instead, please utilize our group mailbox, as it is actively monitored by our entire team.

Thank you for collaborating with us to provide exceptional service to our clients.

Engagement Thresholds

Assignments must meet a certain size threshold to be eligible for our custom services. Any assignment that is below the requirement should be created by your administrative staff utilizing the standard Newmark templates.

Category	Size Requirement
Tenant / Landlord Representation (Office Leasing) Total Building RBA	25,000 SF or higher
Tenant / Landlord Representation (Industrial Leasing) Total Building RBA	100,000 SF or higher
Office / Land / Industrial Sales	\$3.5M or higher

We understand exceptions sometimes may apply. Contact philamarketing@nmrk.com if you believe you have an exception.

Project Request Form

Anticipated Turnaround Times

Turnaround time for projects will vary depending on project complexity. We will provide an estimated timetable at the onset of a new assignment, but some guidelines for typical requests are outlined below.

When working with us, please alert us to your requirement as soon as possible. Last-minute or rushed requests will be subject to our existing workload and schedule. The sooner you make us aware of your project, the more time, attention and creativity we can apply to it.

NOTE: All timing is in business/working days and can vary depending on project complexity. Timing assumes that content will be provided to us/finalized when required.

Project	Estimated Turnaround Time	
RFP Response	5-15 Days	(will vary depending on complexity)
Biography/Resume	1-3 Days	
Client/Prospect Meeting Presentation	5-7 Days	(will vary depending on complexity)
Custom BOV	5-10 Days	(will vary depending on complexity and rounds of edits)
Custom OM	10-15 Days	(will vary depending on complexity and rounds of edits)
Large-Scale Banner/Poster/Boards	2-3 Days	(plus production time)
Marketing Package	3-5 Days	(simple rebrand only - logo provided)
Misc. Collateral (project team, financial analysis, ect.)	4 Days	
Timelines / Process Charts	3 Days	
Maps	4 Days	(assumes 1 revision)-(will vary depending on complexity)
3D Stacking Plan	5 Days 3 Days 2-3 Weeks*	(new stack) (revised/existing stack) (stacking plan portfolio) *Time will vary depending on number of stacks
Custom Property Flyer	3-5 Days	
Custom Property Logo	2-3 Days	
Custom Report /White Paper	5 Days	(will vary depending on complexity)
Postcards / eBlasts / Invitations	2-3 Days	
Building Signage	1-2 Days	(will vary depending on complexity)
Video Editing / Creation	1-2 Weeks	Determined on per-project basis
Custom Offering Memorandum	1.5-3 Weeks	
Social Media Post	1-2 Days	(will vary depending on content)