MARKETING / RESOURCE REQUEST FORM

1. When a consultant requires additional resource, the marketing / resource request form needs to be completed and sent through to the Business Manager.
2. One months’ notice is needed to be able to order and receive the resources requested. Preferably more notice is preferred.
3. The request will be reviewed by management, and will be approved or denied.
4. Once approved, the resources will be ordered and the goods will be sent / given to the consultant.