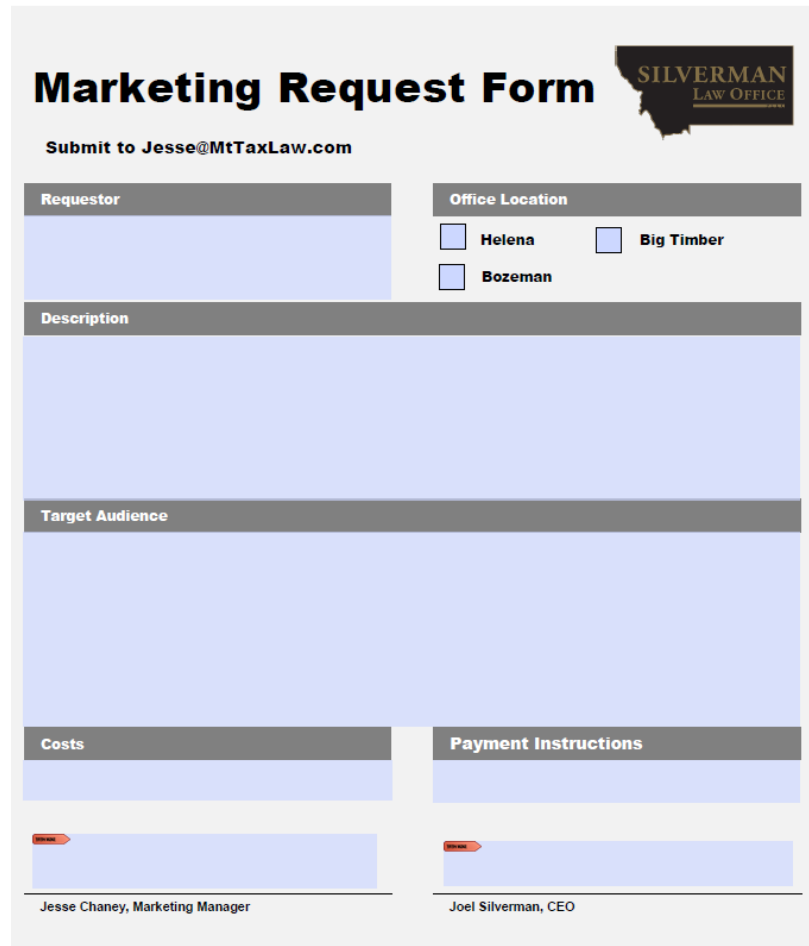


MOU - MARKETING REQUEST FORM

The Silverman Law team in the course of normal business activities and as directed by the firm's mandatory community outreach program, may from time to time identify advertising and or sponsorship opportunities which may prove beneficial to the marketing and advertising efforts of the company and interdependent team member. Team members may submit a formal marketing request to Silverman Law's marketing department via the Marketing Request Form located at:

C:\Silverman Law Office, PLLC\5. Marketing\Marketing Calendar\Marketing Request Form.xlsx



The form is titled "Marketing Request Form" in large, bold, black text. To the right of the title is the Silverman Law Office logo, which features a silhouette of Montana and the text "SILVERMAN LAW OFFICE". Below the title, it says "Submit to Jesse@MtTaxLaw.com". The form is divided into several sections with grey headers and light blue input areas:

- Requestor**: A large light blue box for the requester's name.
- Office Location**: Three checkboxes with labels: "Helena", "Bozeman", and "Big Timber".
- Description**: A large light blue box for describing the marketing activity.
- Target Audience**: A large light blue box for defining the target audience.
- Costs**: A light blue box for providing proposed costs.
- Payment Instructions**: A light blue box for providing payment details.
- Signatures**: Two signature lines at the bottom. The left one is for "Jesse Chaney, Marketing Manager" and the right one is for "Joel Silverman, CEO". Each line has a small red "Initials" label above it.

Instructions

1. Insert name of Requester.
2. Insert Office Location (Helena, Bozeman, Big Timber, Etc.)
3. Provide the name, contact information, and basic description of proposed marketing activity.
4. Define the Target Audience i.e. personas, number of eyeballs, attendees, income levels, businesses, release dates, etc.
5. Provide proposed Costs.
6. Provide Payment Instructions (credit card, check, invoice, deadlines, etc.)
7. Attach official proposals, insertion orders, websites, etc.
8. Submit to Marketing Manager (Jesse@MtTaxLaw.com) for presentation to Management.