



Step 2 Instructions for Submission
Read Second
29 November 2016

purposeful profitable partnerships

INSTRUCTIONS FOR SUBMISSION

1. Having read our client's Brief, if you wish to put in a submission please read this page carefully and then read 'Step 3 TIPS FOR A GREAT SUBMISSION' prior to completing the Q&A.
2. Please complete the Q&A document by answering each question in the space directly below the question. Ensure that you answer the question with specifics and don't include irrelevant info
3. Follow the instructions and answer each question within the allocated word count
4. The closing date for us to receive the submission is **Friday 9 December midday (Eastern Standard Time).** Any submissions received after this date WILL NOT be reviewed.
5. We're unable to receive telephone calls or emails regarding this opportunity, nor is Carman's. We are a small team on a mission and the silly season is upon us!
6. Please do not follow up with emails containing attachments as these will not be read

Next steps

After we receive your submission we will be compiling a shortlist with Carman's. If your organisation is a good fit and is in the shortlist we will let you know by early February 2017. At that point a more detailed Brief will be provided and we'll want to meet you!

If you would like to be added to our database so you are alerted to future corporate partnership opportunities (we create 4-5 corporate-cause partnerships a year) please email mail@cavill.com.au with 'add me' in the subject header and you will notified of future opportunities.

GOOD LUCK!

