

At Hurst Media we insist on a clean desk policy for any annual leave, this includes making sure you have conducted the following checklist:

☐ Inform your team, clients, and stakeholders well in advance of your leave, and ensure this has been approved on BrightHR.

☐ Make sure to clean your physical desk/workspace including any food in the fridge.

☐ Handover the below to the colleague assigned to cover your responsibilities in your absence:

☐ Proposals

☐ Contacts

☐ Disputes

☐ Ensure the CRM is up to date

☐ Set up an out-of-office email to inform clients and provide an alternative contact. Please use the below template:

Hello,

Thank you for your email.

I am currently out of the office from [INSERT DATE] till [INSERT DATE] with limited access to emails and calls.

For sales related queries, please contact sales@hurstmediacompany.co.uk.

For production related queries (specs & deadlines) please contact production@hurstmediacompany.co.uk.

For marketing related queries please contact marketing@hurstmediacompany.co.uk.

For invoice/ payment related queries please contact accounts@hurstmediacompany.co.uk.

For anything else please contact our Admin Team: andreea@hurstmediacompany.co.uk, T: 020 3589 7831, M: 07955 439 263, or adele.johnson@hurstmediacompany.co.uk, T: 020 8075 2822, 07955 439 297.

Kind regards,