**MARKETING SOP TEMPLATE**

Standard Operating Procedure

for [Enter Process Name]

[COMPANY NAME]

Web Address /

Contact Information

Version 1.0

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| DEPARTMENTS | EFFECTIVE DATE |
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Version HISTORY

| VERSION | APPROVED BY | APPROVAL DATE | DESCRIPTION OF CHANGE | AUTHOR |
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PURPOSE

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KEYWORDS AND DEFINITIONS

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| KEYWORD | DEFINITION |
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SCOPE

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PROCEDURE

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RESOURCES

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