**[A green sign with white text

Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=11897&utm_source=template-word&utm_medium=content&utm_campaign=Marketing+SOP-word-11897&lpa=Marketing+SOP+word+11897)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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