



## Datchworth Parish Council Briefing Note

<p>What</p> <p>Update on logo rollout and cost approval</p>	<p>Date</p> <p>10Aug23</p> <hr/> <p>Committee/ Working Group</p> <p>Comms</p>
<p>Why</p> <p>Following the requirement for DPC to replace it's existing logo in external and internal documents and online, work has begun to identify and amend all documents affected, ready for switchover.</p>	
<p>How (including Time and Money)</p> <p>All design work has been provided FOC but there is an ancillary charge of £300 for production of artwork.</p> <p>DPC will have full copyright ownership of all elements supplied and is in possession of source files for future amendment.</p> <p>Cost: £300</p>	
<p>When</p> <p>Switchover expected Mon 21st Aug 2023</p>	