LISTING WORKSHEET

OF COPIES OF THE DIRECTORY YOU WOULD LIKE TO GIVE TO CLIENTS/CUSTOMERS/FRIENDS/FAMILY: _____

COMPANY NAME: _____

OWNER/CONTACT NAME: _____

MAILING ADDRESS: _____

CITY/ST/ZIP: _____

PHONE: _____ FAX: _____

ADD'L PH #: _____ E-MAIL: _____

Requested Business Category(ies): _____

Formatting Instructions: _____

_____

REGION:
☐ Los Angeles
☐ Clearwater

ACCOUNT REP: _____

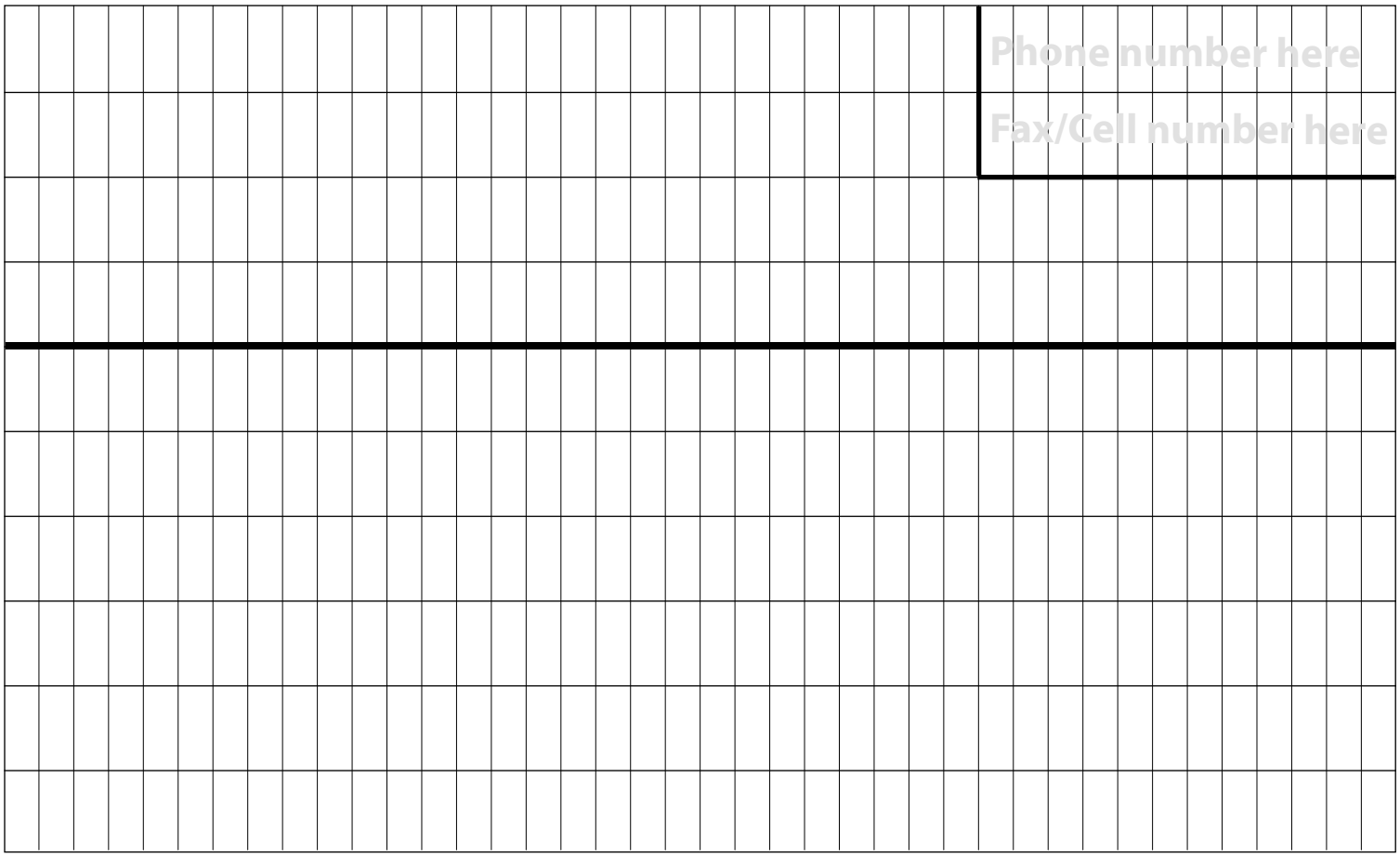
BASIC LISTING FORMAT EXAMPLES:

The Sample Company, Inc. 800.621.8808
123 Florida Drive 830.265.1835
Clearwater, FL 33755 CELL
www.thesampleco.com

OR:

The Sample Company, Inc. 800.621.8808
Joe Sample 830.265.1835
P.O. Box 12000 FAX
Clearwater, FL 33757

OR:

The Sample Company, Inc. 800.621.8808
Joe Sample 830.265.1835
E-mail: joe@thesampleco.com
www.thesampleco.com

INSTRUCTIONS: 1) Fill out the top of the form with your contact information. 2) Note that the directory has a very specific format. It is not like classified advertising at all! See the examples in the box, above right, for what can be included in your Basic Listing (up to four lines) and the format it needs to have. Work out your listing using this form or call your Account Manager to help you create it (**existing accounts: 800-621-8808** or **new accounts: 877-307-8808**). For the Basic Listing choose up to four of the following in addition to **one or two phone numbers: 1. business name; 2. contact or owner's name; 3. street or mailing address; 4. city, state, zip; 5. e-mail; 6. web site.** Additional contact data and descriptions of your business go on lines 5-10 and you may add more lines on a separate form if needed. There is a charge for each additional line – pay the charge on your order form. Be sure to leave spaces between words and use one box for each punctuation mark. 3) You may select a business category for your listing, but we reserve the right to change it if we already have an appropriate existing one. Be sure to check your proof for the category it is assigned to and request any final changes at that time. 4) Be sure to indicate any formatting instructions – bolding, italics, underlining, bullets, caps – and pay the additional charge on your order form. 5) **Fax completed forms to: 800-341-0680 or mail to address below.**