

Contact Name:	
Contact Title:	
Contact Email:	
Contact Telephone:	
Document or Information	What and Why?
Business card	Contact details
Letter head	Contact details and VAT/company registration numbers if applicable
Company brochures and literature	For background information and pictures. If you do not have a brochure, you will need to provide a lot of information about the company.
Company and industry newsletters (if available)	For background information and pictures
List of all offices, shops or branches <ul style="list-style-type: none"> - Addresses - Telephone numbers - Fax numbers 	Contact details
Photographs <ul style="list-style-type: none"> - premises - staff - products - customers 	For web site content. All photos will be returned if required.
Logos <ul style="list-style-type: none"> - Product - Supplier - Customer 	Familiar logos can help boost credibility and build a brand. We can scan logos from letter heads or brochures if you do not have electronic copies. We can also design your logo(s) if required.
Company profile, if not in brochure <ul style="list-style-type: none"> - Established date - MD/owner and key staff - Mission/aims/objectives - Key achievements - Key customers - Awards, prizes and certificates - Industry accreditation and memberships - 	Web site information
Services (if not in brochure) <ul style="list-style-type: none"> - pictures - description - price 	Details of any services to be displayed
Products (if not in brochure) <ul style="list-style-type: none"> - picture - description - price 	Details of any products to be displayed

Competitor details - Name - Web address if known	A note of your main competitors helps us identify their web presence and then set up your web site for best possible search engine positioning
Special requirements - Colours - Fonts - Other requirements	You may have specific requests for colours or fonts. Maybe there is certain information you want displayed, or features included.

On the web 'content is king' so please provide us with as much information as possible.