

Business

Name: _____

Address: _____

Phone: _____

Website: _____

Marketing Contact

Name: _____

Office Phone: _____ Cell Phone: _____

Email: _____

Key Decision Maker

Name: _____
(if different than marketing contact)

Office Phone: _____ Cell Phone: _____

Email: _____

Other Contact

Name: _____

Office Phone: _____ Cell Phone: _____

Email: _____

Billing Information

Attn: _____

Address: _____
(if different from above)

Contact Name: _____
(if different than marketing contact)

Phone: _____

Email: _____

Current Vendor Partners (printers, media buyer, website provider/host, etc.)

Service Provided: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Website: _____

Service Provided: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Website: _____

Service Provided: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Website: _____

Service Provided: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Website: _____

Logins & Passwords

BizTopia Partners will never share your information and will take every means necessary to keep the information you provide secure. Please provide information for social media sites, business website, etc.

In some cases such as Facebook or Google+, you can simply authorize jill@biztopiapartners.com as an administrator of your account. To do so, search for Jill Rose and send a 'Friend Request'. Once accepted, you will be able to make her an administrator of your page. Doing this does not disable you as an administrator.

Site: _____

User Name: _____

Password: _____

Site: _____

User Name: _____

Password: _____

Site: _____

User Name: _____

Password: _____

Site: _____

User Name: _____

Password: _____

Site: _____

User Name: _____

Password: _____

Site: _____

User Name: _____

Password: _____

Site: _____

User Name: _____

Password: _____

Please provide to BizTopia Partners:

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Logo files

Preferably in vector format (.ai, .eps or .pdf)

All versions available for use (example: horizontal, vertical, color, white, etc.)

Include a BRAND STANDARDS GUIDE if available

Tag Line (if not included as part of the logo): _____

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Electronic files

Any live files and/or pdf files that convey a design look you're wanting to continue

Access to any stock photography you have purchased available for use on your behalf

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List of Advertising and/or Marketing campaigns or contracts

Company _____ Type _____

Start Date _____ End Date _____

Contact _____ Phone and/or email _____

Company _____ Type _____

Start Date _____ End Date _____

Contact _____ Phone and/or email _____

Company _____ Type _____

Start Date _____ End Date _____

Contact _____ Phone and/or email _____

Company _____ Type _____

Start Date _____ End Date _____

Contact _____ Phone and/or email _____

Company _____ Type _____

Start Date _____ End Date _____

Contact _____ Phone and/or email _____