

**Please complete this form and send it with your payment to the address at the bottom.**

Note - any omissions will delay the building of the website.

**Name of Business:**

**Address:**

**Postcode:**

**Contact Telephone:**

**Contact E-mail** (You must notify us if this changes):

**Authorised Person / Contact Name:**

**Position:**

**Business Category:**

**Business Product / Service for mini website:**

**5 Main keywords for the product / service:**

**Geographical target area for product / service** (county / town / city):

**E-mail address you want website contact form e-mails to be sent:**

\* This is not displayed on the website

**Page content:**

Page content must be sent by e-mail or sent in paper format with this form.

Note - the text content must be provided by you as you want it to appear. It will not be edited other than for spell checking or obvious errors.

Photos must be supplied as high quality JPEG images (do not resize or edit) or as high quality prints if you supply paper content.

Logos (if used) must be supplied as high quality PNG or GIF images (do not resize or edit) or as high quality prints if you supply paper content.

**Tick the following boxes and sign the form.**

- |  |            |                          |                  |                          |
|--|------------|--------------------------|------------------|--------------------------|
| <b>Website homepage and content page text</b>  | - Attached | <input type="checkbox"/> | - Sent by e-mail | <input type="checkbox"/> |
| <b>Terms of business page text</b>   | - Attached | <input type="checkbox"/> | - Sent by e-mail | <input type="checkbox"/> |
| <b>Photos (4 max)</b>  | - Attached | <input type="checkbox"/> | - Sent by e-mail | <input type="checkbox"/> |
| <b>Logo (if used)</b>  | - Attached | <input type="checkbox"/> | - Sent by e-mail | <input type="checkbox"/> |
| <b>Cheque for £195 payable to "LJB Services"</b>   | - Attached | <input type="checkbox"/> |                  |                          |
| <b>Cheque for £215 payable to "LJB Services"</b><br>(Cost if any content is provided on paper) | - Attached | <input type="checkbox"/> |                  |                          |

I agree to the terms of service

**Authorised Signature:**

**Date:**