

**Application for Business Web Page in the Online Directory. (See areas covered below).**

**Please complete form below for inclusion on The Directory web site.**

**WE WILL SEND YOU A PROOF OR ADDRESS TO VIEW ON SITE BEFORE LISTING.  
NO PAYMENT WILL BE TAKEN UNTIL YOU ARE SATISFIED WITH YOUR PAGE(S).**

**TO PRINT THIS FORM SET PRINTER PAGE SIZE TO A4**

**See page three for page contents guide.**

**Name of business as you want it to appear .....**

**Description to go with name on Business Index pages (max. 10 words) .....**

.....

**Full address including post code .....**

.....

**Post Code .....Telephone number .....**

**Would you like a link to a separate page with your map location Yes/No**

**Pleas give any E-mail address you have so we may contact you about your page(s):**

.....

**YOUR MAIN Directory area ..... Additional Directory areas Yes/No**

Delete directory areas NOT required: Chichester / Emsworth / Havant / Portsmouth / Waterlooville.

**1). Basic fee is £10 a month for the Directory area of your choice ,**

**ADDITIONAL AREAS FREE - CONSTRUCTION AND MAINTENANCE FREE.**

SEE 'BUSINESS SERVICES' PAGES FOR AN IDEA OF HOW YOUR PAGE(S) WILL LOOK.

For this you can have up to 200 words plus an image, such as your shop front, premises, product, or any image of your choice. Include an S.A.E. for any photographs sent that you would like returned. Include photo plus any images of logos etc. required. You can also arrange with us to take a photograph of your shop front or premises if required.

**ADDITIONAL PAGES AND SERVICES.**

**You can also have additional images in the form of a thumbnails or text links, with each linking to a separate display page with an enlarged image plus additional text and / or price of product displayed. Fees are an additional £1 per month per image / additional page with inclusion in all selected Directory areas.**

**2). ADDITIONAL IMAGES /PAGES (number) = ..... X £1 PER MONTH = £ .....**

**ADDING 1 PLUS 2 ABOVE - EQUALS A MONTHLY TOTAL OF £ .....**

**I WISH TO PAY MONTHLY BY STANDING ORDER .....Please tick choice . [ ]**

**SIX MONTHLY IN ADVANCE BY CHEQUE ..... [ ]**

**ANNUALLY IN ADVANCE BY CHEQUE ..... [ ]**

**YOUR OWN BUSINESS DOMAIN NAME.**

You can also have your own unique .co.uk Domain Name For an additional £10 (£20 for .com) paid up front (include as a separate cheque), renewable annually. You can then have www.yourname.co.uk, pointing directly to your page(s) in the Directory for your own personal promotional use, e.g. on business cards or adverts etc. If your chosen name is not available I will check and let you know of alternatives, e.g. www.pjbuilders.co.uk could be p-j-builders or www.pjbuildersemsworth.co.uk

Check all required fields are complete and all information etc. for inclusion is enclosed with this form along with completed Standing Order Mandate or cheque for hosting.

Enclose additional cheque for £10 (20 for .com name) for your own business domain name, if required. (Cheque will be returned in the event of no suitable or preferred name available).

Signed ..... Date .....

Print name ..... Position within business .....

NAME OF BUSINESS .....

Complete the Standing Order Mandate form below for the total of pages required (1+2) if paying monthly, and return to:

**DATADAY, 8 Kings Road Emsworth Hants PO10 7HN.**

If you have any queries about getting a listing or additional services such as hosting or web building, please e-mail us at: [listing@emsworth.info](mailto:listing@emsworth.info), or telephone 01243 373 567  
*or alternatively, write to us at the above address.*

**STANDING ORDER MANDATE**

Please insert your bank details using BLOCK CAPITALS.

To: (Your bank).....Sort Code ...../...../.....

Full Branch Address.....

Postcode..... Account Number.....

Name used for your account .....

Please pay £ ..... upon receipt, and at monthly intervals thereafter, until cancelled by me in writing, to: DATADAY PROMOTIONS, A/C No. 0835725 at Lloyds TSB, Waterlooville Branch, 272 London Road, Waterlooville, Hants PO7 7HN. (Sort Code 30-99-20)

Please Sign..... and Date .....

## Contents Guide for your Business Page



Use this page as a guide as to how you want your web page to look, along with the contents and information you would like included. (See *business services pages for specific examples*).

- 1. Business Name (as given on page 1).**
- 2. Description or statement e.g. 'for all your insurance needs' .....**

**3. Address (include as given page 1 ) YES / NO**

**4. Telephone Number (Include) YES / NO .....**

**Give specific times to 'phone if any .....**

**Fax? ..... Mobile? .....**

**5. Photograph of Premises YES / NO. Include a link / location map? YES / NO**

(If you do not operate from business premises, we can use an alternative suitable image as of work done or product, your van or truck with your details, or any image of your choice. (Discuss your needs with us if you would like us to photograph premises etc).

**6. Opening Hours?.....**

**7. Domain name for page YES / NO .....**

E-mail address using your domain name (e.g. email@yourbizname.co.uk). **YES / NO.**

Existing e-mail address .....Include **YES / NO.**

**8. Content.** What do you want to include or say about your business, products or services. Use existing ad copy if preferred along with any special instructions as to layout etc. If you need additional space use either the back of this page or a separate sheet.

We can do a mock up for you to see exactly what your page will look like. We can make any changes you want now or in the future, at no extra cost. Discuss your requirements with us for any additional pages or images. Our guarantee to you is your complete satisfaction with your web page before your first payment is made.