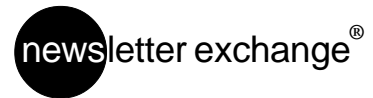


## Newsletter Worksheet



Community Name: \_\_\_\_\_

City, State: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Management Co: \_\_\_\_\_

**Little Rock Office**  
6834 Cantrell, PMB 171  
Little Rock, AR 72207  
(501)812-4757  
Fax: (501.812.0184

**Ft. Wayne Office**  
7413 Oxford Ct.  
Ft. Wayne, IN 46815  
(260)749-5527  
Fax: (260)749-5050

■ There is NO DEADLINE on submitting your worksheet.  
**PLEASE ALLOW 5 WORKING DAYS TO RECEIVE YOUR PROOF.**

**YES:** Please fax a proof of the newsletter.

● Please complete the worksheet entirely.  
This will assist us in serving your account more efficiently.

**NO:** We do not require a proof.

**Don't forget - 1st of the month delivery guarantee deadline is the 15th of the month.**

Month: \_\_\_\_\_ P. O. Number: \_\_\_\_\_  
*(If Applicable)*

**List Your Staff:** Include the names and position titles you would like to appear on your newsletter.

Same as last month, no changes:  Changes listed:

_____	_____
_____	_____
_____	_____

**Phone Numbers:** Please list the numbers (office, emergency, maintenance, etc...) you would like listed on your newsletter.

Same as last month, no changes:  Changes listed:

Office: \_\_\_\_\_ Other: \_\_\_\_\_

**Office Address:** Please list your address as you would like it to appear on your newsletter.

Same as last month, no changes:  Changes listed:

**Office Hours:** Please list the days and times you would like to be listed on your newsletter.

Same as last month, no changes:  Changes listed:

**Referral Fee Program:** Please outline your referral incentive - If applicable.

Same as last month, no changes:  Changes listed:

**Early Bird Drawing Program:** Please outline the specifics of your program - If applicable.

Same as last month, no changes:  Changes listed:

**Pest Control Information:** Please list the information you would like in your newsletter - If applicable.

Same as last month, no changes:  Changes listed:

Please keep in mind that we begin setting up newsletters on the 15th of the month for the following month. However, we do not have an early or late deadline on receiving worksheets.

**Remember to allow 5 working days to receive your proof and 3-5 working days for shipping.**

\*You can arrange priority shipping by calling us with your express shipping account number.

**Fax Both Pages**

