



# CUSTOMER INFO GUIDE

## CONTACT INFORMATION

Information provided in this box will only be used for internal office use and will not be put on the listing unless specified by the customer.

Contact Name	Phone Number
Email Address	Fax Number

## BUSINESS INFORMATION

Business Name	Business Email		
Business Phone	Business Fax		
Business Hours	Preferred Accent Color		
Business Address	City	State	Zip
<input type="checkbox"/> Check this box if your business address is the same as your billing address.			
Billing Address	City	State	Zip

Website/External Site Link (If Applicable)      Are you an existing customer with LaGwana? (Yes/No)

**PRICING PLAN**

<input type="checkbox"/>	<b>MONTHLY</b> <u>\$30 / Month</u> \$360 / Year	<input type="checkbox"/>	<b>ANNUALLY</b> <u>\$288 / Year</u> \$24 / Month
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By checking this box, you give permission for the card to be charged on the 15th of every month and have a receipt sent to you.

## GOOGLE BUSINESS PROFILE

Check this box if you would like us to create and manage a free Google Business profile for you. We will get in touch with you for verification.

## PROOF APPROVAL

Check this box if you would like to see a proof of the listing before it is posted online.

## BUSINESS CATEGORIES

- |   |  |  |
|---|--|--|
| <input type="radio"/> Animals - General | <input type="radio"/> General                  | <input type="radio"/> Services         |
| <input type="radio"/> Animals - Horses  | <input type="radio"/> Health & Wellness        | <input type="radio"/> Shop/Tools       |
| <input type="radio"/> Construction      | <input type="radio"/> Household                | <input type="radio"/> Transportation   |
| <input type="radio"/> Energy            | <input type="radio"/> Outdoors                 | <input type="radio"/> Vacation/Leisure |
| <input type="radio"/> Farm              | <input type="radio"/> Realtor/Auction Services | <input type="radio"/> Miscellaneous    |

BACK →

## **BUSINESS DESCRIPTION - ABOUT US**

Please provide a paragraph describing your business. Good things to describe are the values upon which the business operates, when it was started, and what the business does. Think of this as an "About Us" section.

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## **PRODUCTS / SERVICES OFFERED**

Please provide a paragraph describing what products and/or services your business provides. This could include popular items, in-demand services, and links to external catalogs.

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## **TESTIMONIAL**

Please provide a glowing review of your business that you want to be displayed on your listing, along with who provided it (or you can leave it anonymous).

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## **TEMPLATE SELECTION**

Circle the number that corresponds to the *TEMPLATE* you prefer.      **1**      **2**      **3**

## **MEDIA UPLOADS**

Up to five media files can be uploaded, including a logo, a cover photo, and several pdf documents. Media files can be sent to [web@lagwana.com](mailto:web@lagwana.com), uploaded to [peoples.exchange/signup](https://peoples.exchange/signup), or dropped off at LaGwana. We will also have a selection of high-quality stock images available for the cover photo and gallery images, and we should have media files for existing customers.

- The business logo should be a high quality PNG file. If that is not possible, a high quality scan of the logo can also work.
- The cover photo should be a high quality image that represents your business. It will be displayed at the top of your listing.

We provide ONE free update to an online listing every quarter. If more updates are requested, we charge \$75/hour in 15 minute increments. Items that can be updated are media files, template choice, theme color, and information provided in this form.

## **MEDIA USAGE PERMISSION**

By checking this box, you are giving permission to use the provided business log, cover photo, and business information for the online listing.

## **ADDITIONAL MEDIA NEEDED**

Do you need photos taken? Check this box and our photographer will contact you to discuss details.