

## Company Profile

Please fill out the following information. Leave blank if it does not apply to your business.

1. **Company Name**

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2. **Address**

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**Phone Number(s)**

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**Fax**

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3. **Describe your company's service/product/focus in a brief paragraph or sentence.**

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4. **List at least one company goal.**

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5. **Explain why somebody should choose your company. What makes you different from the Competition?**

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6. **Do you have a company slogan? If so what is it?**

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7. **When was your company started?**

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8. **What past experience does your company or employees have?**

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9. **How many people are employed by your business?**

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**10. What area do you serve or deliver to? (Counties, States, Continents)**

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**11. Do you have a facility/store/office?**

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**12. What is your Customer Satisfaction or Guarantee Policy?**

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**13. List words or short phrases that describe your business. Consider what words your potential customers would search online.**

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**14. List interesting or important facts about your company.**

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**15. Write a brief history of your company. (optional)**

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**Not all items apply to all companies. Only fill out those that are applicable to your business.**