

Business Information Intake Form

Please complete this form and return it to your Click IT Representative or email it to support@clickitgroup.com. The information provided in your answers will be used to complete our work in getting your organization or business listed on the Internet and/or to improve your web presence and boost your search engine rankings. Click IT offers many products and services proven to improve online marketing results. To learn more, visit <https://emarketing.com> for details about all our E-Marketing products and services.

BUSINESS INFORMATION

Business Name:

Google Account Login (email):

Google Account Password:

I do not have a Google Account. Please create one for me.

Website URL:

Date Established:

Person to Contact: *(A name of representative that you want to use publicly. This may be your main salesperson, marketing manager or even the name of the receptionist at your office.)*

First Name

Last Name

Business Address:

Phone Number:

Cell Number:

Business Category:

Additional Secondary Category:

Business E-mail:

Business Hours:

Business Attributes: *(Wi-fi, Wheelchair accessibility, Payment Options, Amenities, Others – for more information, click [here](#))*

Additional URLs: *(Booking an appointment, placing an order, reserving a table, searching for items, viewing your menu or list of services, etc.)*

Logo URL: *(Branding Logo of the business – provide Image URL)*

Additional Photos: *(The photo should be in focus and well-lit and have no significant alterations or excessive use of filters. In other words, the image should represent reality. - Provide a shareable link e.g. Dropbox, Google Drive or send to your respective Project Manager.)*

Facebook:

Twitter:

LinkedIn:

Instagram:

YouTube:

Others:

List of Your Services and URLs if available:

- Only list the services you want to tell prospects you provide in your business. i.e. “Computer repair”, and “Computer Virus Removal” as illustrated here: <https://clickitcomputer.com/locations-served/>.

List of Locations Served:

- List cities & zip codes separated by comas. (See <https://clickitwebstiedesign.com/locations-served-seo-ranking-booster/>)

List of Your Keywords and Phrases:

- Only list the keywords and phrases you know prospects of your products and services search for. We will conduct the research necessary in order to know what are the most popular ones that will earn the most traffic possible in your industry category.

Additional information to include in your web pages and listings:

My signature below indicates that I authorize Click IT to act on my behalf (and my organization's behalf) to use the information provided on this form and register my business listing on the Internet, according to the terms and conditions set forth at <https://clickitgroup.com/legal/>:

Signature:

Date:

Please sign and return this completed form to your Click IT Representative. If you have any questions or need further assistance, please call **1-(800) 368-7416**, or email support@clickitgroup.com.