





# CONTENT COLLECTION FORM

**103 Questions to Ask Your Accountant** - a handy tool to help you expand your services or client base

The form below contains the information that we require to place your firm details on your 103 Questions to Ask Your Accountant newsletter. Please complete the form below and **fax back with your order.**

## Step 1 - Choose the style to suit you

- Standard Design
- Contemporary Design

## Step 2 - Add your firm logo and details

**Firm Name**

Incorporated?: Yes/No

- We would like an unbranded newsletter. Please leave the space for a logo and firm details blank.
- Please use the logo and firm details that appeared on our last newsletter (no need to fill in this section)
- We do have our own logo (please email logo in high quality EPS, JPG or TIFF format to **graphics@practiceadvantage.com.au**)
- We do not have a logo, so please type our firm name in the front page space

Displayed Names **(Use a separate sheet for additional names - we suggest you limit the total number of contacts displayed to 6)**

Name \_\_\_\_\_ Position **(Please circle one)**: Principal/Partner/Director/Associate

Name \_\_\_\_\_ Position **(Please circle one)**: Partner/Director/Associate

Name \_\_\_\_\_ Position **(Please circle one)**: Partner/Director/Associate

Name \_\_\_\_\_ Position **(Please circle one)**: Partner/Director/Associate

Name \_\_\_\_\_ Position **(Please circle one)**: Partner/Director/Associate

Name \_\_\_\_\_ Position **(Please circle one)**: Partner/Director/Associate

Address \_\_\_\_\_

State \_\_\_\_\_ Postcode \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Specialist Services **(please limit to 25 characters per service)**

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

### Step 3 - Association logo (optional) - displayed at bottom of panel

We are a member of the following professional association and would like their logo to appear on our newsletter:

ICAA     CPA     NIA     ATMA     TIA     NTAA     Other\* \_\_\_\_\_

\*Please email logo to [graphics@practiceadvantage.com.au](mailto:graphics@practiceadvantage.com.au)

### Step 4 - Limited liability statement (optional) - displayed at bottom of panel

Please insert the following limited liability statement into my newsletter:

*"Liability limited by a scheme approved under Professional Standards Legislation."*

### Step 5 - Customised design only! - Please complete only if you have ordered a customised design

I would like to keep the name of the newsletter as 'Business Matters'

I would like to choose my own name for the newsletter.

Please state the name you would like the Mast-head to be (no more than 16 characters)

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In order to best match the colour scheme of your website to your logo, please provide us with the PMS colours used in your logo:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

### Step 6 - Person to contact if we have further questions

Name \_\_\_\_\_

Contact e-mail: \_\_\_\_\_

Firm name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

### Step 7 - Send us your Content Collection Form

Fax to 1300 853 181

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