



CONTENT COLLECTION FORM

The form below contains the information that we require to place your firm details on your End of Year Update 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

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 'End of year Update'
- 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)

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 - Christmas message (optional) - displayed on front page - please tick if required!

- Please insert the standard Christmas message on the front page of my newsletter with the following closing dates; "We would like to take this opportunity to wish all of our clients and their families a very happy Christmas. We will be taking a short break over the Christmas period. Our closing dates are _____ to _____"
- Please insert my own customised message. (Attach your own message on a separate sheet along with this form.)
- I do not wish to have a Christmas message. Please fill in this space with a standard image relating to the front page article.

Step 7 - Person to contact if we have further questions

Name _____	Contact e-mail: _____
Firm name _____	Date _____
Signature _____	

Step 8 - Send us your Content Collection Form

Fax to 1300 853 181

For full Terms and Conditions please visit our website - www.practiceadvantage.com.au

