





# CONTENT COLLECTION FORM

The form below contains the information that we require to place your firm details on your Year End Strategies 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](mailto: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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