

## Local Business Listing SEO Worksheet

*This worksheet is designed to obtain information from clients of T&S Web Design so that we can provide the services that are part of our local business listing package.*

Organization Name \_\_\_\_\_

### 1. Site / Business Description

*Please briefly describe your website or business.*

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### 2. Contact Information

*Enter in your contact information. Fax, mobile phone and 2nd website are optional.*

Street Address \_\_\_\_\_

Street Address 2 \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Main Phone \_\_\_\_\_ Fax \_\_\_\_\_

Mobile Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Website \_\_\_\_\_

2nd website \_\_\_\_\_

### 3. Additional Business Information

*Enter in the following information. This section is optional, but recommended.*

Year Founded \_\_\_\_\_ # Employees \_\_\_\_\_

Tagline \_\_\_\_\_

\_\_\_\_\_

**4. Products & Services**

List products and services you offer.

Products \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Services \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**5. Business Hours**

Enter your business hours. The second set of hours is optional. Write n/a if you are closed.

Monday \_\_\_\_\_ -- \_\_\_\_\_ and \_\_\_\_\_ -- \_\_\_\_\_  
 Tuesday \_\_\_\_\_ -- \_\_\_\_\_ and \_\_\_\_\_ -- \_\_\_\_\_  
 Wednesday \_\_\_\_\_ -- \_\_\_\_\_ and \_\_\_\_\_ -- \_\_\_\_\_  
 Thursday \_\_\_\_\_ -- \_\_\_\_\_ and \_\_\_\_\_ -- \_\_\_\_\_  
 Friday \_\_\_\_\_ -- \_\_\_\_\_ and \_\_\_\_\_ -- \_\_\_\_\_  
 Saturday \_\_\_\_\_ -- \_\_\_\_\_ and \_\_\_\_\_ -- \_\_\_\_\_  
 Sunday \_\_\_\_\_ -- \_\_\_\_\_ and \_\_\_\_\_ -- \_\_\_\_\_

**6. Payment Options**

_____ Cash	_____ American Express	_____ Visa
_____ Check	_____ Diner's Club	_____ Financing
_____ Traveler's Check	_____ Discover	_____ Google Checkout
_____ Invoice	_____ Mastercard	_____ PayPal
_____ Other (some sites allow additional options) _____		

### 7. Email Address to Use

*We create these listings with an email address you have access to. However, we must have access to that email throughout the sign-up process. Please list an email address we can access over the course of a week or two.*

Email Address \_\_\_\_\_

Password \_\_\_\_\_

### 8. Photo / Video Comments

*Let us know if you have any photos or videos you can supply for the listings. Note if there is existing media on Facebook, a website, etc.*

### 9. Additional Information

On behalf of my organization I approve this plan which I have developed with T&S Web Design. If an agreement is signed in addition to this worksheet, T&S Web Design is authorized to use this worksheet as the basis of that project.

Client Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_