

## Content for a Company Profile

This is a document that will provide us with all the information we need to create your company profile. Please note that this is just a set of guidelines to help us gather information. There are no strict set rules for creating a company profile. We can be creative as we want! Please fill in the information below and feel free to add any additional information.

Please note that this information will be kept private and will not be shared with anybody outside of this project.

### Things we'll need to complete your company profile:

1. Logo (transparent background if possible).
2. Introduction section about your business.
3. Service list with a description of each service and subject.
4. Vision, Mission and goals of your business.
5. A "conclusion section" - an inspiring description of why people would want to partner with your company.
6. A list of all your accreditations and qualifications.

### Please complete the following below:

- Full Company Name:
- Company Slogan
- Contact details (all individuals you want to list and their details.)  
Email:  
Telephone:  
Website:  
Physical address:
- Social media accounts:
- Specific colour theme of the profile:
- Specific size (A4 / A5 / Folded Brochure):
- Layout of company profile (Portrait/Landscape):
- Please list any special requests you would like to add to your company profile:

Next Page →

**Additional information:**



**GBL Business Professionals**

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- Describe the theme you would want on your website (professional / playful / minimalistic, etc.):
- Please list any special requests you would like to add to your company profile: feel free to request any additional content such as QR codes, questions and answers, etc.

**(Please send us everything in a Microsoft Word document if possible and add all attachments via email.)**