**Directory entry proforma**

*The* ***audience*** *for this ‘Social Business Directory’ is specifically large building suppliers and contractors, and the purpose is to draw their attention to your organisation. Try to present your business offer in a way that appeals to this audience.*

1. **Please attach your logo in JPEG format.**
2. **Who:** *Your company name & link to your website.*
3. **Category:** (we can help adjust this section, so just put what you think and refer to the directory for guidance)
4. **Where:** *What areas do your services cover?*
5. **What:** *What does your company do?* ***Examples of the type of services that could be required:*** PPE Supplier, training, i.e., first aid, events space, public engagement, catering, cleaning, recycling, reuse organisations, PAT Testing, landscaping, printing, graphic design, venue hire.
6. **Why:** *Why should a company choose you over another company?*
7. **Previous clients include:** (optional)
8. **How:** *How does a company contact you to enquire?*

***See the example below from Move On Wood Recycling.***

The Move On wood recycling entry has 170 words in its what, why, and previous partner section, which is ideal for the page, so please stick to this.

