

FULL-COLOR AGENCY BROCHURE

FACT SHEET/ORDER BLANK

It's taken you a long time to get your brochure started. Now, in only 5 minutes, you can finish it. Simply complete and return this form. After your brochure is written and edited, a paper proof will be faxed to you.



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MinesPress.com

1: Agency Profile

One of the most important sections of your brochure is a short history of your agency. This profile will be written for you. Just answer these few questions . . .

1. Year Founded _____
2. Founder(s) _____
3. Serves the insurance needs of _____ individuals and families
4. Serves the insurance needs of _____ business concerns
5. Area you service (e.g. counties, towns) _____
6. Do you have a computer for record keeping? Yes No
7. Do you also use your computer for rating? Yes No

2: Who We Are (Agency Personnel)

List the names of your personnel with appropriate titles (e.g. Personal Lines Manager, Customer Service Representative, etc.)

Name	Title		
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3: Companies You Represent

List the companies your agency represents that you would like to include on your brochure.

_____	_____	_____
_____	_____	_____
_____	_____	_____

4: The Coverages You Provide

If you'd like to make changes from the coverages listed on the enclosed sample, simply cross out the coverages you wish to delete and write in the coverages you'd like to add. Return the sample (or a photo copy) with this Fact Sheet / Order Blank.

5: General Information

Imprint Ink Colors: Black and ...

- Maroon Red Gold Light Blue Dark Blue
 Brown Gray Emerald Green

Non-standard Ink Colors: Available at an additional charge of \$40 overall per non-standard color.

Quantity: 500 1,000 2,000 3,000 5,000

Imprint Design: Send us a sample of your letterhead. Your brochure's front cover will be imprinted to match your logo and typeface. Indicate changes in copy, if any.

Association Emblem:  
 Both Trusted Choice & PIA
 Other _____

Agency name _____

Address (not a P.O. Box) _____

Person ordering _____

Phone (_____) _____

FAX (_____) _____

E-mail _____

Your Complete Satisfaction Is Guaranteed