



Business Services Contact Information

New Contact

Print Form

INACTIVE

Contact ID*	First Name*	Middle	Last Name*	Updated *
&ROEJ01	Janice		Roe	10/15/2015
Company ID*	CompanyName:			Date of 1st Service:
&ETCG001	& Etc. Gift & Craft Shop -- sample business			10/1/2006
Job Title:	Email Address		Status*	
Owner/CEO	whatever@fakeaddress.job		I	
Direct Phone	Extension	Cell Phone		
405-555-1234		405-555-4567		

Key Responsibilities:

Select all that apply for this contact

- CEO/Top Level Upper Management Middle Management
 HR Office Manager Other

BSR*	Constant Contact	<u>Opt-In / Date</u>	<u>YADA Opt-In Date</u>	<u>Opt Out / Date</u>
NO	Mailing List	<input checked="" type="checkbox"/> 3/10/2015	<input type="checkbox"/>	<input type="checkbox"/>

Comments

sample employer contact

Confidential Notes: INTERNAL USE ONLY