

LocalReach Intake Form

Point of Contact:

**Please note this contact information will be public-facing and used for citation building.*

Name:

Phone:

Email:

Do you have a Google My Business Listing? Yes or No

If Yes, Current GMB Owner Email:

Who in your organization currently has access to the Google My Business Listing for the company?

Local Business Information

Business Name:

Are there any alternative/old names we need to look for and remove? If so, list them here:

Business Address:

Are there any alternative/old addresses we need to look for and remove? If so, list them here:

Business Phone:

Are there any alternative numbers? If so, list them here:

Fax:

Website:

Business Description:

Do you have a business description that you would like to use for the listing? (Text Limit: 750 characters)

Industry Specific (for citation purposes only):

License Number (Real Estate):

National Health Provider ID (Health):

Bar Number (Law):

Tagline:

Business Established Year:

Number of Employees:

**If you aren't sure, please give a rough estimate.*

Hours of Operation:

Day of the week	Open	Close
Monday	AM	PM
Tuesday	AM	PM
Wednesday	AM	PM
Thursday	AM	PM
Friday	AM	PM
Saturday	AM	PM
Sunday	AM	PM

Payment accepted:

- ☐ Cash
- ☐ Check
- ☐ Gift Card
- ☐ Debit Card

- ☐ ATM
- ☐ Food Stamps
- ☐ Visa
- ☐ Invoice

- ☐ Diners
- ☐ MasterCard
- ☐ Financing
- ☐ JCB
- ☐ American Express

- ☐ PayPal
- ☐ Traveler's Check
- ☐ Discover
- ☐ Google Checkout
- ☐ Eurocard

What products/services do you provide?

Top 5 keywords would you type to find your business:

- 1)
- 2)
- 3)
- 4)
- 5)

Top 3 competitors

- 1)
- 2)
- 3)

Does the company have social media profiles? Please include links to each profile.

Facebook:

Twitter:

Instagram:

Pinterest:

Other:

Business Attributes

Do any of these apply?

☐ Accessibility

☐ Restroom

☐ Unisex restroom

Amenities

Do any of these apply?

☐ Wheelchair accessible entrance

☐ Wheelchair accessible restroom

☐ Wheelchair accessible elevator

Highlights

Do any of these apply?

☐ Women Lead

☐ Veteran Lead

GBP Post Marketing Calendar

Focus	Notes
Business Overview	
Specific Product/Service	
Seasonal	
Did you know (tips)	
Business/Industry	

Images and Video Tags and keywords:

Minimum 30 images

24 (2 Photos per month)

6 For initial Optimization