ONBOARDING DOCUMENT

<u>Client Details</u>
First Name :
Last Name :
Email Address :
Cell / Whatsapp :
Company Details
Company Registered Name :
VAT number :
Company Registered Address :
Physical Address (if not the same as registered address)



Company Contact Details
Email Address :
Landline :
Cell :
Whatsapp :
Industry (e.g Plumbing) :
How many years of trading :
Important Highlight / Achievements (e.g. Plumbing installed for Menlyn Park):
Company Accreditations :
RESOURCE REVENUE

www.resourcerevenue.com info@resourcerevenue.com +27 (0) 722 959 266

List Of Services Provided (as detailed as possible) :

1.			
2.			
3.			
4.			
5.			
6.			

Requirements

Facebook : If your company already has a facebook account we will need all your log in details To be able to manage the page as part of our package.

Username / Email address :

Password :

Website: If your company has a website we will need login details to the hosting provider Inorder for us to build your new and improved website. The website will be built on a subdomain and will only be trasferedover to you main domain after you the Clients are happy with the new website.

Hosting Login Details

Hosting provider Name :

Username / Email address :

Password :



<u>Media</u>

Please provide a download link to a album of pictures of the following (if applicable)

- 1. Vehicle Branding
- 2. Staff group photos
- 3. Completed projects
- 4. Premises
- 5. Head shots of the company Management and Owners

Company Logo

Include your company logo in the download folder if you already have one, otherwise we will design a logo for you as part of our package.

Logo Design Details

- 1. Main Colors
- 2. How should the company name be displayed on the logo ?
- 3. Specific elements (e.g.Eagle)

4. Slogan



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