**To set up a Contact Page on your site**

**Step 1** Fill out this document

**Step 2** Send the form & images in a single email to [ivyoptic@yahoo.com](mailto:ivyoptic@yahoo.com)

If you have multiple contacts on the contact page, duplicates this form, fill out the necessary information & send each on separate emails with the provided images for each form.

(\*) means this information is required

An image of yourself is recommended

An image of your business is recommended

A Logo is recommended

**The Form: Fill out the bullet points below**

**Contact Page information**

- \*Business title:

- \*Based on the type of services you provide and information on your website, how would you categorize your business:

(provide a label that fits your business)

- \*Email:

- Phone:

- \*Fist name:

- Last name:

- \*Your personal professional title:

- Other means of contact:

- Business Address:

- Social media links: (send links)

- General Business Hours:

Mon:

Tue:

Wed:

Thu:

Fri:

Sat:

Sun:

- Testimonials: (copy and paste your testimonials below or send a link to them)

**Additional**

Offer bookable video calling services on your contact page?

Y/N

- Donation to your business: (send links)

Add any additional information you want on your contact page?