

## STEP 2 – SENDING US YOUR INFORMATION

The following document provides suggestions that will help you send us your information.

Please note that if you have an old Website, we will add your old information to your new site if possible. This work usually take a few days. This acts as a starting point for you to provide us with new and updated information.

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**First**, send us an electronic version of your logo. You can send it via email or on disk via mail. Common file formats are .ai, .png, .bmp, .jpg, .gif, and .eps. If you do not have a logo, we have designers that can provide you with logo design services.

**Second**, feel free to send us write ups in electronic format (Word or text) for the following sections of your web site:

Home Page

About Us

Our Office (Gold & Platinum)

Our Team (Gold & Platinum)

Doctors (Gold & Platinum)

Patient Services

Specialties (Gold & Platinum)

Keyword A (Platinum) e.g. sedation dentistry

Keyword B (Platinum) e.g. teeth whitening

Keyword C (Platinum) e.g. neuromuscular

Keyword D (Platinum) e.g. veneers

Testimonials

Links

Hours and Location

**Third**, please send us pictures and where you would like them on your site. Use the site map above as a guide. Again, electronic formats like .jpg or .jpeg are ideal.

**Fourth**, send us any patient forms in Microsoft Word format. We will convert your document into PDF format and post them on your site in the contact us section of your site.

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If you have any other questions, please do not hesitate to call, we are here for you.