THE AMERICAN BUSINESS AWARDS℠

2010 American Business Awards

2010 Entry Cover Sheet

Why not submit your entries online instead? It's fast and easy!
Visit www.stevieawards.com/aba to learn how.

Photocopy this form as needed.

All Entry Forms submitted by mail or fax must be submitted with an Entry Cover Sheet. See instructions on back.

1. Information About Your Organization

(a) The Organization Submitting These Entries

Organization Name: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Work Email: _____

(b) The Organization Being Nominated/Nominee's Organization

Organization Name: _____

Organization's City & State: _____

Organization's Industry (see instructions on back): _____

Organization's Size (see instructions on back): _____

Organization's Web Site URL: _____

2. Attach behind this Entry Cover Sheet (and above your entry forms) a single sheet with a brief description of your organization. Limited to 400 characters. See instructions on the back of this form for an example.

3. List each of your entries below. Attach your completed Entry Forms behind this cover sheet in the order you list your entries.

ENTRY TITLE	CATEGORY CODE	ENTRY FEE
ENTRY FEE TOTAL		**$**

4. Method of Payment

☐ Check ☐ MasterCard ☐ VISA ☐ AMERICAN EXPRESS

Promotion Code _____

Cardholder's Name: _____

Credit Card Number: _____ Exp. Date: _____

Billing Address & Zip Code: _____

5. I attest that to the best of my knowledge, all of the information included in our 2010 American Business Awards entries is accurate and factual.

Signature: _____ Date: _____

For entry mailing instructions, please see back.

DO NOT WRITE HERE	

The Stevie Awards, 11885 Grand Commons Avenue, Suite 210, Fairfax, Virginia 22030 U.S.A. • 703.547.8389 • Fax: 703.991.2397 • info@stevieawards.com

INSTRUCTIONS FOR COMPLETING YOUR ENTRY COVER SHEET

Entry Cover Sheet
All Entry Forms that are submitted by mail or by fax must be accompanied by an Entry Cover Sheet.

Entry Deadline
There are two early-bird entry deadlines (November 20 and December 18) by which entry fees are significantly discounted. The ultimate entry deadline is March 31, 2010. Late entries will be accepted through April 30 but will be assesed a late fee in addition to any entry fee.

1. Information About Your Organization
All fields are required unless otherwise noted. Contact Person will receive all correspondence about the disposition of your submitted entries. You must specify the nominated Organization's Industry and Organization's Size. Choose from the following lists:

Industry

1. Accounting
2. Advertising, Marketing, & Public Relations
3. Aerospace & Defense
4. Automotive & Transport Equipment
5. Banking
6. Business Services
7. Chemicals
8. Computer Hardware
9. Computer Software
10. Computer Services
11. Conglomerates
12. Consumer Products - Durables
13. Consumer Products - Non-Durables
14. Diversified Services
15. Electronics
16. Energy
17. Financial Services
18. Food & Beverage
19. Health Products & Services
20. Hospitality & Leisure
21. Insurance
22. Legal
23. Manufacturing
24. Materials & Construction
25. Media
26. Metals & Mining
27. Non-Profit Organizations
28. Real Estate
29. Retail
30. Pharmaceuticals
31. Telecommunications
32. Transportation
33. Utilities

Organization Size

A. Up to 100 Employees
B. Up to 2,500 Employees
C. More than 2,500 Employees

2. Description of Your Organization
Attach behind your Entry Cover Sheet a single sheet with a brief description of your organization, limited to 400 characters. Here's an example:

XYZ Company is America's 13th largest producer of ball bearings. Founded in 1979 by our President, John Doe, XYZ has 147 employees in three plants in the Midwest, including our headquarters facility in St. Paul, Minnesota. XYZ has been the recipient of numerous awards for product innovation and quality.

3. List Your Entries
List the Entry Title, Category Code, and Entry Fee for each of the entries you are submitting. Photocopy the Entry Cover Sheet if necessary. Entry fees are listed in the instructions on the back of each Entry Form.

Once entry fees have been paid, no additional entry or finalist fees will be required. A separate fee is required for each category in which an entry is submitted.

4. Method of Payment
If paying by check, make out a single check for total fees, payable to Stevie Awards, Inc. **No refunds will be made after March 31, 2010.**

5. Mailing Information
Send all completed forms, fees, and materials to:

The Stevie Awards
11885 Grand Commons Avenue
Suite 210
Fairfax, VA 22030
U.S.A.
Tel: (703) 547-8389
Fax: (703) 991-2397

Shipping costs and insurance must be prepaid by the sender.

Submission of entries in many of the Advertising and other Corporate Media categories (advertisements, brochures, etc.) requires that physical materials be submitted for offline judging. Follow the instructions on the Advertising, Web Sites, Video, & Other Media entry form for the preparation and submission of these materials.

6. Disposition of Entries
Entries and materials submitted will not be returned and may be displayed, shown, duplicated, published, or disposed of as Stevie Awards, Inc. deems appropriate. By submitting entries, the entrant agrees to hold Stevie Awards, Inc. and its employees exempt from any costs or expenses of any claim arising out of any such use by Stevie Awards.