



THE INTERNATIONAL BUSINESS AWARDS™

# 2010 Entry Cover Sheet

Why not submit your entries online instead? It's fast and easy!  
Visit [www.stevieawards.com/iba](http://www.stevieawards.com/iba) to learn how.

Photocopy this form as needed.

All entries 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/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Work Email: \_\_\_\_\_

### (b) The Organization Being Nominated

Organization Name: \_\_\_\_\_

Organization's City & State: \_\_\_\_\_

Organization's Country: \_\_\_\_\_

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 entries) a single sheet with a brief description of your organization. Limited to 400 characters, in English. See instructions on the back of this form for an example.

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

ENTRY TITLE	CATEGORY CODE	ENTRY FEE
<b>ENTRY FEE TOTAL</b>		\$

## 4. Method of Payment

Cheque               

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 International Business Awards entries is accurate and factual. I also confirm that I have read, understand, and agree to the Rules & Regulations of the competition. (Rules & Regulations are summarized in a document contained in the official Entry Kit.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*For entry mailing instructions, please see back.*

DO NOT WRITE HERE	
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## INSTRUCTIONS FOR COMPLETING YOUR ENTRY COVER SHEET

### Entry Cover Sheet

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

### Entry Deadline

The entry deadline is **May 12, 2010**. Late entries will be accepted through June 9 but will be assessed a late fee in addition to the 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 your 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, in English. Here's an example:

*XYZ Company is Germany's 13th largest producer of ball bearings. Founded in 1979 by our Managing Director, Hans Böhme, XYZ has 147 employees in three plants in Germany, including our headquarters facility in Hamburg. 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 Lists of Categories.**

A separate fee is required for each category in which an entry is submitted.

### 4. Method of Payment

Payments must be made in U.S. dollars by cheque or draft drawn on a **U.S. bank** payable to Stevie Awards, Inc. Non-U.S. bank checks will be returned. Please note the name of the entering organization on your cheque or draft. **Enclose the cheque with your Entry Forms (if entering by mail) or a printout of the "Pay By Cheque" page on our web site (if entering online).** You may also pay by Visa, MasterCard or American Express.

For wire transfers to bank, e-mail [info@stevieawards.com](mailto:info@stevieawards.com) for instructions.

**No refunds will be made after May 12, 2010.**

### 5. Shipping Information

This information applies only if you will submit your entries or entry fees by mail. For entrants with an office in the U.S., it is requested that entries come through the U.S. office. Please include all items specified on the official Entry Forms. For entrants without a U.S. office, the following procedure must be observed:

- a. Ship PREPAID
- b. Entry Forms and any supporting materials should be sent via Air/Ground Courier (e.g. FedEx, DHL...) directly to:

#### The Stevie Awards

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

Submission of entries in some of the Advertising, Web Site, Video, & Other Media Categories (TV spots, annual reports, etc.) requires that physical media be submitted for judging. Follow the instructions on the List of Advertising, Web Site, Video, & Other Media Categories for submitting 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 deems appropriate. By submitting entries, the entrant agrees to hold Stevie Awards and its employees exempt from any costs or expenses of any claim arising out of any such use by Stevie Awards.