

Please complete the following information and submit this form by April 23rd. Once Best Companies Group receives this form, you will be sent a confirmation email and detailed information about the survey process.

Company Name: _____

(Name as it should appear in print)

Legal Name of the Company: _____

(If different than listed above)

Federal Employer Identification Number (FEIN): _____

Mailing Address: _____

City: _____

County: _____

State: _____

Zip Code: _____

Company Web Site URL: _____

Industry: _____

Primary Contact (This person will be the main contact for questions throughout the entire process and the recipient of all communications (via emails and letters), employee surveys for distribution, feedback reports, etc.)

Name: _____

Title: _____

Mailing Address: _____

City: _____

State: _____

Zip Code: _____

Direct Dial Phone Number: _____

Fax Number: _____

Email Address: _____

Secondary Contact (This person will be the contact for questions if the primary contact is unavailable.)

Name: _____

Title: _____

Direct Dial Phone Number: _____

Email Address: _____

Start Here!

Best Companies Group Registration Information

Thank you for your interest in participating in the 2010 "Best Places to Work in the San Fernando Valley" program. Registration is simple, however we encourage you to read the participation information carefully before submitting your registration form.

To participate, all companies begin by filling out and submitting a registration form and faxing it to 717-236-6803.

Registration Deadline: April 23, 2010

Once the registration information is received by Best Companies Group, companies will receive a confirmation email (which will include additional instructions). Participation is free unless you need us to administer the survey via traditional paper surveys (fees are for printing, shipping and processing of the surveys). The fee is based upon the size of the company.

Number of Employees	# Employees Surveyed	Online Fee	Paper Fee(1)
15 - 24(2)	All	FREE	\$95
25 - 99	All	FREE	\$230
100 - 199	All	FREE	\$360
200 - 499	Up to 250(3)	FREE	\$435
500 - 2499	350(3)	FREE	\$525
2500 +	400(3)	FREE	\$675

Online Survey
(Electronic)

Paper Survey
(Hard Copy)

(1) A nominal non-refundable paper fee to cover the cost of printing, processing and shipping the paper surveys.

(2) To ensure the credibility of the information, companies with 15-24 employees must have an 80% (or better) response rate to be considered for the list.

(3) Employees are randomly selected.

Additional reports are available for purchase. Please read the Report Options page on the Web site.

Once the registration is received, Best Companies Group will send the company (according to the timeline):

The Employer Benefits & Policies Questionnaire (employer questionnaire)

A set of Employee Engagement & Satisfaction Surveys (employee surveys)

Survey instructions

Other supporting information

CEO, President, Manager, Etc. (Highest-ranking position in the region of the nominated workplace.)

Name: _____

Title: _____

Mailing Address: _____

City: _____

State: _____

Zip Code: _____

Direct Dial Phone Number: _____

Email Address: _____

IT Contact (This person will be the contact for any technical systems questions regarding online surveys - for all employer questionnaires and online surveys for employees - regarding filtering, spam content, white-listing, etc.)

Name: _____

Title: _____

Direct Dial Phone Number: _____

Email Address: _____

Marketing Contact (This person will handle any marketing and/or public relations questions for your company.)

Name: _____

Title: _____

Direct Dial Phone Number: _____

Email Address: _____

Additional Company Information: Total number of employees in the San Fernando Valley region (EXCLUDING temporary/seasonal and per diem employees).

Total Employees: _____

Full-time Employees: _____ Part-time Employees: _____

Online Survey (Electronic) Paper Survey (Hard Copy)

Does your company need surveys in another language? *

Spanish-Latin American Spanish-European French Chinese Japanese Other _____

* Best Companies Group has the ability to survey employees in additional languages. For a fee we can provide the employee survey in another language. If your company needs surveys in a language other than English, please check the box above and you will be contacted with additional information.

Is your company interested in customizing the job role and department category demographics on the employee survey?

Name of person completing this registration form: _____

Name: _____

Title: _____

Email Address: _____

Are you authorized to enter your company into this process: YES NO

Commitment: I understand that submitting this form enters our company into the "Best Places to Work in the San Fernando Valley" program. I am committing to meet all deadlines and complete both portions of the assessment process. If at any point we choose to withdraw from the process, we will notify Alicia Perry at (877) 455-2159 immediately.

**Submit this registration form
by faxing it to 717-236-6803**

Participation is Free⁽¹⁾:

Paper fees differ and are determined based upon the size of the company.

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How did you hear about the program?:

- San Fernando Valley Business Journal – Ad
- San Fernando Valley Business Journal – Email
- San Fernando Valley Business Journal – Phone call
- Valley Industry and Commerce Association – Newsletter
- Valley Industry and Commerce Association – Email
- Valley Industry and Commerce Association – Other
- Valley Economic Development Center – Newsletter
- Valley Economic Development Center – Email
- Valley Economic Development Center – Other
- United Chambers of Commerce of the San Fernando Valley and Region – Newsletter
- United Chambers of Commerce of the San Fernando Valley and Region – Email
- United Chambers of Commerce of the San Fernando Valley and Region – Meeting
- Professionals in Human Resources Association - Meeting
- Professionals in Human Resources Association - Email
- Professionals in Human Resources Association - Newsletter
- Professionals in Human Resources Association - Other
- Best Companies Group – Email
- Best Companies Group – Letter
- Direct mail piece
- Phone call
- Other - Please describe _____

Please be aware that as part of the "Best" program, a certain threshold of employee survey responses must be received in order for the analysts to consider the survey data valid. If a company does not meet this threshold, their full consideration for the "Best" list may be jeopardized, even resulting in elimination. In the rare case a company's response rate is extremely low, a statistically valid Employee Feedback Report (if purchased) will not be presented (there are no Participation Reports for this program).

► **IMPORTANT:** If any of the contact information changes at any point in the process, please notify Alicia Perry at aliciap@bestcompaniesgroup.com immediately.

Best Companies Group▶▶▶

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Harrisburg, PA 17104
(717) 909-1570 | (717) 236-6803 (fax)
Email: aliciap@bestcompaniesgroup.com