

# How It Works

## Constant Contact Survey

### Step 1 - You formulate the questions for your survey.

Decide what type of questions you want to ask; this will help us choose the correct template. Limit your number of questions to 10 or less.

If images will be used in the survey, they will be provided by the customer or priced separately, as appropriate (see "Prices & Guarantees" page on our website for details).

If you have survey questions you would like included, please submit them and they will be incorporated.

### Step 2 - You place your order.









When you have finished Step 1, use the "Place Your Order" page on our website to submit your information.

### Step 3 - We receive your order and 50% deposit.





Once Your Newsy Notes, LLC receives your order and deposit, we'll assemble and format your survey and provide you with your first draft within 10 business days of receiving all your content. Via email you will receive a link to the first draft of your survey.

If we have any questions about your submission, we'll contact you by e-mail or phone to clarify.

### Our assembly includes:

-  Formatting
-  Light editing/proofreading
-  Upload company logo
-  Template selection
-  Font identification
-  Match color to your website or company colors
-  Formatting of survey
-  Upload images, if applicable

### Step 4 - You review your draft and approve final product.

-  If the draft meets your approval, send us a confirmation email.
-  One major revision is included in the base price (see "Prices & Guarantees" page on our website for details).
-  Once revisions are made and approved, we'll send your "invitation to take your survey" email to your pre-selected email list and invoice you for the balance of your project cost.
-  Our goal is to deliver your final survey within 10 business days of your last revision.

### Follow up.

We will follow up with you after the transaction via a survey to receive feedback. **We value your opinion.**

Your Newsy Notes, LLC may include your survey in our marketing materials. We believe in promoting the people who are helping us grow our business!



60 day FREE trial for email list smaller than 100. No credit card needed.

Get your **NEWS** on course and **OUTSOURCE** to Your Newsy Notes, LLC.  
Call **703-729-3155** or **1-877-729-3155** or visit **[www.yournewsynotes.com](http://www.yournewsynotes.com)**