



## 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 (October 15 and December 14) by which entry fees are significantly discounted. The ultimate entry deadline is March 31, 2008. Late entries will be accepted through April 30 but will be assessed a late fee in addition to any entry fee.

### 1. Information About Your Company

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 Company's Industry and Company'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

#### Company Size

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

### 2. Description of Your Company

Attach behind your Entry Cover Sheet a single sheet with a brief description of your company, 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, 2008.**

### 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.