



2010 TORCH Award Nomination Form

Company Name: _____

(Include parent and subsidiary names if applicable.)

Address: _____

City/State/Zip: _____

Submitted by/Name/Title: _____

CEO/President: _____

Telephone No.: _____ E-mail: _____

Web site url: _____ Fax No.: _____

Mission Statement: _____

INDUSTRY: Automotive _____ Financial _____ Healthcare _____ Food _____ Retail _____ Service _____

Manufacturing _____ Home Remodeling/Construction _____ Other _____

NUMBER OF EMPLOYEES: 1- 10 _____ 11-100 _____ 100-999 _____ 1000+ _____

YEARS IN BUSINESS: _____ MARKET: local _____ regional _____ national _____ international _____

Person responsible for customer relations/service: _____

Person responsible for sales/marketing/advertising: _____

Person responsible for HR/Training/Employee Relations: _____

Person responsible for PR/Community Relations: _____

SUPPORTING DOCUMENTS: Please explain in 500 words or less, why you believe this company should be considered for the BBB TORCH Award.

Please send any of the following materials that you have available. (Submission of these documents is not a requirement, but it will help us with the selection process.)

1. Include 2 or 3 examples of complimentary letters or emails received from your customers.
2. Provide 2 or 3 samples of sales, marketing and/or advertising materials from the past 6 months.
3. Attach a list of any awards, recognition, certifications received by the company or employees for outstanding performance, and examples of any of community involvement activities.
4. Enclose examples of employee training, incentive or communications materials.
5. Customer feedback forms and results (comment cards; surveys, etc.)

AGREEMENT: We understand that if we are selected as a finalist, we must be available for onsite interviews of key personnel and a review of our operations and policies. If our organization is selected as a winner, we will abide by BBB guidelines for referencing the TORCH Award in any advertising or public announcements, and our chief executive at this location will be available to accept the award on our behalf.

Signed: _____ Date: _____

APPLICATIONS ARE DUE BY JUNE 1, 2010. Please sent all materials to Chris Thetford, Director of Communications, BBB, 15 Sunnen Drive, Suite 107, St. Louis, MO 63143.