

Doncaster Chamber Business Information Document

Business details

Full Business Name		
Trading Name (if different)		
Business Address		
Town/City	Postcode	
Telephone	Fax	
Email	Website	
No. of Local Employees	Trading Status	Date Established / /
No. National Employees	Annual Turnover	Sector
VAT No	Company Reg No	

Business description (Up to a 10 word synopsis)

What do you *specifically* do? Please include your specialist areas

Chief Executive/Owner/MD: This should be the most senior contact at your organisation

Mr/Mrs/Miss etc	First Name	Surname		
Telephone	E-mail	Mobile		
Job Title		Ethnicity		
Preferred method of communication	E-mail <input type="checkbox"/>	Telephone <input type="checkbox"/>	Face to face <input type="checkbox"/>	Letter <input type="checkbox"/>

Principal Contact: This should be the person in your organisation who will liaise with the Chamber (if different from above)

Mr/Mrs/Miss etc	First Name	Surname		
Telephone	E-mail	Mobile		
Job Title		Ethnicity		
Preferred method of communication	E-mail <input type="checkbox"/>	Telephone <input type="checkbox"/>	Face to face <input type="checkbox"/>	Letter <input type="checkbox"/>

About your business

Are you currently receiving any form of business support?

Yes

No

If yes, which organisations (e.g. Business Link, Success Doncaster or any other membership organisations)

What is happening in your business?

GOOD	BAD
Internally	Internally
Externally	Externally

Marketing						
Who are your customers and how do you attract them?						
Where do you market your products and services?	Locally	<input type="checkbox"/>	Regionally	<input type="checkbox"/>	Nationally	<input type="checkbox"/>
	Internationally	<input type="checkbox"/>	Internet based	<input type="checkbox"/>		
What is your marketing budget?	£0	<input type="checkbox"/>	£1 – £500	<input type="checkbox"/>	£501 – £1000	<input type="checkbox"/>
	£1001 – £5000	<input type="checkbox"/>	£5001 – £10,000	<input type="checkbox"/>	£10,000 +	<input type="checkbox"/>
How did you hear about Doncaster Chamber?						
Marketing Contact Name				Telephone No		
Job Title				E-mail		

International Trade						
Do you trade internationally?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	No, but I am looking to in the future	<input type="checkbox"/>
If yes, please give details						
International Trade Contact Name				Telephone No		
Job Title				E-mail		

Health and Safety	
What provision do you have for Health & Safety?	
Health and Safety Contact Name	Telephone No
Job Title	E-mail

Procurement	
Please give details of any procurement/tendering activities you are involved in	
Does your business procure its goods and services locally?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, would you welcome support to localise your supply chain?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Would you be interested in accessing procurement opportunities from the following organisations? DMBC, BSF, 2012 Olympic Games, St Leger Homes, MOD, South Yorkshire Police, NHS	

Notes/Actions	
 <p>Doncaster Chamber Inspiring success in business</p>	
Staff name	Date

About your staff

Human Resources

What provision do you have for Human Resources?

What is the annual percentage of staff absenteeism in your organisation?

What employee benefits do you offer? (e.g. health cover)

Human Resources Contact Name

Telephone No

Job Title

E-mail

Training and Development

What are the skills, training and development needs of your business?

Do you have a training budget?

Yes

No

If yes, how much?

Becoming a member

Doncaster Chamber Membership

What do you want to gain from your membership?

Please list 2-3 membership benefits which you will concentrate your efforts on in order to gain maximum value from your Chamber membership

1

2

3

How do you prefer to receive your magazine?

By post

By e-mail

Via the website

How frequently would you like to be contacted?

Every month

Every 3 months

Every 6 months

No preference

Doncaster Chamber Member Referral Scheme

Recommend a new member to Doncaster Chamber and you could win free event places plus a laptop, case and internet dongle in our referral prize draw! Winners are drawn each quarter and announced in the quarterly Chamber magazine.

Name of company recommended _____

Contact name _____

Telephone number _____

Doncaster Chamber Policy and Representation

Doncaster Chamber facilitates a number of focus groups that are designed to drive the strategic development of Doncaster's economy. The groups are organised either around key sectors or around issues pertinent to your future business success. If you would like to become a member of any of the Focus Groups please tick the appropriate box which applies to your company:

Construction Doncaster

Creative and Digital Doncaster

Employment and Training Doncaster

Knowledge and Enterprise

Manufacturing Doncaster

Pro Doncaster

Retail Doncaster

Tourism Doncaster

Transport Doncaster

If you would be interested in more information on the focus groups please tick this box

Member to Member Discount Scheme

We encourage all members to take part in this scheme. It promotes member-to-member trading as well as giving you and your employees the opportunity to receive discounts from other member companies. Full details can be found on our website and in our newsletter. If you would like to be included in this scheme please tick this box

Please detail the discount your company would like to provide here:

Member of Doncaster Chamber Logo

Members may use the "Member of Doncaster Chamber" logo for promotional purposes. By ticking this box I agree to the regulations of the use of the Doncaster Chamber logo which can be viewed at www.doncaster-chamber.co.uk

