Questionnaire

*Company*

Company:

Contact

Last name: First name:

E-mail: Phone:

We need this document to prepare your article.

This article will be uploaded on your personal data bank, in the “Articles” tab, on [www.myofficialstory.com](http://www.myofficialstory.com)

**All our writers have to sign a non disclosure agreement.**

**Production of an article**

1. **Documentation**

You send us your CV, your articles, this document and your comments.

1. **Preparation**

A journalist prepares a draft with a title, an introduction and three titled paragraphs of a total of 2000 characters, included spaces.

1. **Proposition**

The journalist submits you a text.

1. **Corrections**

You send your comments

1. **Proposition #2**

The text comes back to you with corrections. (The points 5 and 6 can be repeated.)

1. **Validation**
2. **Publication**

**You can choose not to answer the questions of your choice.**

**1. Overview**

**Key Words: indicate here the key words of your article**

**Message: which message are you trying to get through?**

**General Subject:**

**Context:**

**Theme paragraph #1:**

**Message:**

**Theme paragraph #2:**

**Message:**

**Theme paragraph #3:**

**Message:**

**2. Facts and Figures of the company:**

Creation:

Employees (Luxembourg):

Employees (Worldwide):

Turn Over:

Core Business:

Affiliation & Certification:

Comments (max 200 characters):

Your company in 5 dates:

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-

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Key players:

CEO:

CFO:

CIO:

HRD:

Communication & Marketing Manager:

**3. Straight from the source**

Tell the story of your company in a few words: (1 page maximum)

**4. More informations**

|  |  |  |
| --- | --- | --- |
| **Stories** | Stories related to the creation of the company: |  |
| Recent stories: |  |
| Other stories: |  |

|  |  |  |
| --- | --- | --- |
| **Company evolution** | Values : |  |
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| Business Philosophy : |  |
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|
| Where do you see yourself in 1, 5 or 10 years? |  |
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| If you had to do it again, what would you do differently? |  |
|
|
| Which success(es) are you the most proud of? |  |
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**5. Comments (things you would like to see in the article for example)**

Key information:

**Please join documents to help the writer.**

|  |  |  |
| --- | --- | --- |
| Document | Kind of information | Page |
| 1. Structure / presentation of the company |  |  |
| 2. Published articles |  |  |
|  |  |  |
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