

1.	Company Information			
•	NT			
A	Name:			
B	Address: Internet URL:			
C				
E	Telephone:			
F	Fax:			
G	primary contact:			
TT	Name, title and e-mail id			
Н	Agency's ownership			
Ι	(corporate structure):			
1	Govt. Registration No & Date			
J	of Registration: AAAN Registration No &			
J	Date of Registration:			
2.	2. Clients			
2.	Chents			
A	List top 10 clients			
	(Past and Present).			
В	Scale and volume of agency's			
	annual transaction			
3	3 Fiscal Information			
Α	Approximate amount of annual			
	revenue generated			
В.	Approximate percentage			
	breakdown of agency's			
	creative output			
4.	Staff			
<u> </u>				
A	Breakout of employees by			
	function: account, creative,			
	planning/research,			
	media, other (please explain).			
B	Brief biographies of key			
	management executives and			
	key staff			

5.	Specialized Services	Briefly describe your agency's capabilities in:
A	Pre/Post Ad. Production and Management (both Electronic- including digital marketing & Print Media)	
В	General/Specific Advertising Campaign (both Electronic- including digital marketing & Print Media)	
C	Direct Marketing	
D	Public Relations (including media placement of press releases)	
E	Interactive	
F	Promotion	
G	Event Management	
Η	Other (specify	
6.	Compensation	
A	Agency's policy with respect to method of compensation.	
В	List of the types of services and corresponding charges	
7. Creative Samples		
A	Samples of your creative past work.	
B	Please present a concept proposal on what you will do to promote HBL and its product/services if you are appointed as our official Advertising Agency.	
8	Awards and Recognition	
A	Details of awards and recognition agency have received.	