16:62 DESIGN ZONE

News Release Form

Business Name:_____

Contact Person Name: _____

Date: _____ **Signature:** _____

Instructions: Complete all information below and send form to: Pam Devereux, Lawrenceville Corporation, 5170 Butler Street, Pittsburgh, PA 15201 or FAX: 412-782-5422

Date to Release:_____

Have you prepared a press release? _____ **If yes**, please attach and submit with this form.

Are photos available to illustrate this news story? _____
Photo format: __ Prints __Slides/Transparencies __Electronic Images (GIF, JPEG, PDF, etc.)

Contact Name & Number/Email for more information: _____

Type of News:
__New Products/Services __New Hire/Promotion __New Operating Hours __New Website
__Awards or Honors __New Way of Doing Business (market expansion, exporting, niche sales, etc.)

Background Information (Or attach a news release):
Tip! Be sure to include the basics: who, what, where, when, how, why)

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____