



FINANCIAL ADVISORS Business Development Service

Facebook for Business - Information Requirements

If you are new to Facebook for Business, please complete all the required fields in as much detail as possible.

You will also need to provide us with a profile picture and a cover photo for your page, this can be sent to kate@paulproctor.co.nz

If you have an existing Facebook for Business page, please use this form to update fields or add in information that may be missing from your page.

Name of Page:

(eg: Paul Proctor Consulting)

Users / Admin:

Please let us know who you would like to give admin rights to manage this page, we will need name and email address.

About:

This is a brief summary of your Page, please provide a short paragraph that best describes your business (*note there is a limit of 255 characters*).

Preferred Page Audience

- Location:
- Age:
- Gender:
- Interests:

Hours of operation:

Facebook for Business defaults to 'Always Open', please indicate if you wish to use the default or if you want to add your opening hours.

Story

If you wish to add a 'story' on your page, please use the section below, there is no limit to characters used and this could be something about you or your business (often taken from an 'About Us' page off your website).

Services:

Please use this to add any services you wish to offer, again there is a limit 200 characters for each service description (if you go over slightly, we can adjust when your Facebook for Business page is being set up).