

step 1 ENTER THE GENERAL DATA

helpdesk  
050 24 04 04

PMG

Algemeen Bericht

doorsturen

**BEDRIJFGEGEVENS**

Firma-/merknaam \*

mijn firma/merk staat niet in de lijst

**CONTACTGEGEVENS**

Naam \*

Voornaam \*

Tel./GSM \*

E-mail \*

**COMPANY DATA**

Enter your **company/brand name** here. A list featuring all the names that suffice for your entry will appear. Then, indicate your choice in the list of results.

If you can't find your data in the file, then check the box 'my company/brand is not on the list'. Fields will appear where you can add your data.

Finally, your data (address, tel., fax and e-mail) will appear on the screen.

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Algemeen Bericht

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**BEDRIJFGEGEVENS**

Firma-/merknaam \* ARCHITECT (50240474)

ARCHITECT  
TORHOUTSESTEENWEG 226  
8210 ZEDELGEM  
Tel.: +3250240404  
Fax: +3250240445  
E-mail: jam@pmg.be

Mijn gegevens zijn niet correct, contacteer mij

**Your company data**

If your data aren't correct, check the box 'my data aren't correct, contact me'. We will soon contact you to ask you for your correct data and we will adjust them in the file.

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**CONTACTGEGEVENS**

Naam \* Janssens

Voornaam \* Luc

Tel./GSM \* 050/24.04.04

E-mail \* luc.janssens@pmg.be

**WAAR VERSCHIJNEN**

Sector \* BOUW

Magazine \* Decoratie (9 - 0)

Rubriek \* VERVEN & LIJMEN

**CONTACT DATA**

Enter the contact data (**name, tel. and e-mail**) of the press representative. They allow us to ask for some more information or images, if necessary.

**WHERE TO PUBLISH**

- Choose the **sector** to which the message applies
- Choose the **trade journal** in which the message has to appear
- Indicate, if possible, the right category where the message belongs

**ENTER THE PRESS RELEASE**

Make sure you have all the data at hand for a swift entry of the press release. After sending the press release, it isn't possible to make modifications any more.

**Hint:** enter your texts through 'copy' and 'paste'

**ENTRY TITLE AND TEXT**

- maximum 2.000 characters/language
- non formatted
- Dutch and French texts if available for our Belgian issues

**EXTRA INFORMATION**

**Type of message:** indicate what type of message you're transmitting

- product information
- news item (current news)

**Date of embargo:** you only have to fill this in if the message can't appear before a certain date

The other items with extra information are filled in by default.

**UPLOAD PHOTOS**

You can add 3 photos to visually support your press release:

- click on 'choose file' to upload the photo from your PC to the web
- give a short description of the photo on 'legend'

**Attention:** You can only upload **JPG's** with the smallest side being at least 500 pixels and the biggest side max. 1.000 pixels. Use your known editor to adjust your photo.

After having entered all the data, you can click on 'send'. After the delivery, you can't make modifications any more. Your message will be processed as soon as possible. After publication, you will receive a confirmation through e-mail.

