

## **Brookline Economic Development Advisory Committee**

To all Brookline Residents and Business Owners,

We would like to give the opportunity to all Brookline Businesses and Home Based Businesses to be listed in a redesigned ***Business Directory***. On a preliminary basis, we have already started to utilize the directory that was listed on the “old website”, but we want to make sure that the information is accurate and wish to also add new businesses / home businesses to the list.

We invite you to email Valerie Rearick at [valerie@brookline.nh.us](mailto:valerie@brookline.nh.us) with your business / home business information as soon as possible in order for us to complete the new ***Business Directory***. Please, mention “*Business Directory Update & the name of your business*” on the subject line.

Please submit the following information:

- Name of Business
- Short description – Optional, *60 characters maximum including spaces*, to clarify (i.e. Civil Engineering)
- Owner (s), contact person (s)
- Street and mailing addresses (including PO Box)
- Phone – fax
- Email
- Website
- Hours of Operation

Do not hesitate to contact Valerie Rearick 673-8855 ext. 215 or [valerie@brookline.nh.us](mailto:valerie@brookline.nh.us) with any questions or suggestions.

We also put together a “**Welcome Packet**” to be delivered to all *new residents*. If you would be interested in including a coupon for your business in the welcome packet, please contact us.

We thank you in advance for your collaboration as we aim to have the ***Business Directory*** serve as another tool for you to find new clients and customers. Please keep us up to date on any future changes in your business.

Sincerely,

Brookline Economic Development Committee

July 22, 2013