

Please complete the following information and submit this form by June 29th. Once Best Companies Group receives this form, you will be sent a confirmation email with detailed information about the survey process.

**Company Name:** \_\_\_\_\_  
(Name as it should appear in print)

**Legal Name of the Company:** \_\_\_\_\_  
(If different than listed above)

**Federal Employer Identification Number (FEIN):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
(No home addresses)

**City:** \_\_\_\_\_ **County:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Company Website URL:** \_\_\_\_\_

**Industry:** \_\_\_\_\_

**Primary Contact** (This person will be the main contact for questions throughout the entire process and the recipient of all communications (via emails and letters), employee surveys for distribution, feedback reports, etc.)

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
(No home addresses)

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Direct Dial Phone Number:** \_\_\_\_\_  
(No home or cell phones please)

**Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Secondary Contact** (This person will be the contact for questions if the primary contact is unavailable.)

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Direct Dial Phone Number:** \_\_\_\_\_  
(No home or cell phones please)

**Email Address:** \_\_\_\_\_

**CEO, President, Manager, Etc.** (Highest-ranking position in the city of the nominated workplace.)

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
(No home addresses)

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Direct Dial Phone Number:** \_\_\_\_\_  
(No home or cell phones please)

**Email Address:** \_\_\_\_\_

### Start Here!

#### Best Companies Group Registration Information

Thank you for your interest in participating in the 2018 "Best Places to Work in New York City" program. Registration is simple, however we encourage you to read the participation information carefully before submitting your registration form.

To participate, all companies begin by filling out and submitting a registration form and faxing it to 717-412-7307.

Registration Deadline: June 29, 2018

Once the participation information is received by Best Companies Group, companies will receive a confirmation email (which will include additional instructions). There is a \$199 non-refundable registration fee to participate in this program for all companies. Companies requiring paper employee surveys will be billed separately an additional fee for paper processing (fees are for printing, shipping and processing the surveys). Please see the pricing chart below for the paper process fees.

Number of Employees	# Employees Surveyed	Online Fee	Paper Fee(1)
25 - 99	All	\$199	\$199 + \$395
100 - 199	All	\$199	\$199 + \$525
200 - 499	Up to 250(2)	\$199	\$199 + \$605
500 - 2499	350(2)	\$199	\$199 + \$705
2500 +	400(2)	\$199	\$199 + \$860

**Online Survey** (Email-based)       **Paper Survey** (Hard Copy)

- (1) A nominal non-refundable paper fee to cover the cost of printing, processing and shipping the paper surveys.  
(2) Employees are randomly selected. Best Companies Group offers the option to survey more employees than the random sample calculated in the above chart, and/or include additional employees in the survey process who work in locations outside of the program area.

Once the registration is received, Best Companies Group will send the Company (according to the timeline):

The Employer Benefits & Policies Questionnaire

A set of Employee Engagement & Satisfaction Surveys

Survey instructions

Other supporting information

Please be aware that as part of the "Best" program, a certain threshold of employee survey responses must be received in order for the analysts to consider the survey data valid. If a company does not meet this threshold, their full consideration for the "Best" list may be jeopardized, even resulting in elimination. In the rare case a company's response rate is extremely low, a statistically valid Employee Feedback Report will not be presented, if purchased.

**IT Contact** (This person will be the contact for any technical systems questions regarding online surveys - for all employer questionnaires and online surveys for employees - regarding filtering, spam content, white-listing, etc.)

**Name:** \_\_\_\_\_

**Direct Dial Phone Number:** \_\_\_\_\_  
(No home or cell phones please)

**Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Marketing Contact** (This person will handle any marketing and/or public relations questions for your company.)

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Direct Dial Phone Number:** \_\_\_\_\_  
(No home or cell phones please)

**Email Address:** \_\_\_\_\_

**Additional Company Information:** Total number of employees in New York City - Manhattan, Bronx, Brooklyn, Staten Island and Queens boroughs only (excluding temporary/seasonal and per diem employees).

**Total Employees:** \_\_\_\_\_ **Full-time Employees:** \_\_\_\_\_ **Part-time Employees:** \_\_\_\_\_

**US Total Employees:** \_\_\_\_\_ **US Full-time Employees:** \_\_\_\_\_ **US Part-time Employees:** \_\_\_\_\_

**Total Worldwide Employees:** \_\_\_\_\_

**Online Survey** (Email-based)  **Paper Survey** (Hard Copy)

**Name of person completing this registration form:**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Are you authorized to enter your company into this process:**  YES  NO

**In order to complete your registration you must pay the \$199 registration fee at time of submitting this form. Please provide payment information below:**

**Card Type:**  American Express  Discover  MasterCard  Visa

**Credit Card Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**First and Last Name:** \_\_\_\_\_  
(as it appears on the card)

**Billing Address:** \_\_\_\_\_  
(for the card provided)

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip/Postal Code:** \_\_\_\_\_

**Email Address for the Receipt:** \_\_\_\_\_

I authorize Best Companies Group to charge the above credit card for the \$199 registration fee and paper surveys fees, if applicable.

**Commitment:**  By submitting this form, our company is entered into the "Best Places to Work in New York City" program. I am committing to meet all deadlines, complete both portions of the assessment process and pay the \$199 registration fee. If at any point we choose to withdraw from the process, we will notify a representative of Best Companies Group at 1-877-455-2159 immediately. Companies withdrawing after June 29, 2018 will incur a \$250 withdrawal fee in addition to the total fees incurred for any special requests (customization orders, language translations, paper survey processing, etc.) and the registration fee. All fees are non refundable.

**IMPORTANT:** If any of the contact information changes at any point in the process, please notify Madelyne Barroso at MBarroso@BestCompaniesGroup.com immediately.

**Submit this registration form  
by faxing it to 717-412-7307**

**Participation fee:**

Fees differ and are determined based upon the size of the company and whether or not you need us to administer the survey online or via traditional paper surveys.

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**How did you hear about the program?**

- Crain's New York Business - Ad  
 Crain's New York Business - Email  
 www.craainsnewyork.com - Website  
 Society for Human Resource Management - Ad  
 Society for Human Resource Management - Email  
 Society for Human Resource Management - Meeting  
 Best Companies Group - Email  
 BestCompaniesGroup.com - Website  
 Best Companies Group - Letter  
 Best Companies Group - Phone call  
 Internet/Google Search  
 Other, please describe

**Did you participate last year?**

Yes  No

**If yes, Name of the company if it is different than now:**

**Does your company need surveys in another language? \***

- Spanish-Latin American  Spanish-European  
 French  Chinese  Japanese  
 Other

\* Best Companies Group has the ability to survey employees in additional languages. For a fee we can provide the employee survey in another language. If your company needs surveys in a language other than English, please check the box above and you will be contacted with additional information.

**Is your company interested in customizing the job role and department category demographics on the employee survey? (There is a fee for customizations)**

**Best Companies Group▶▶▶**

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Harrisburg, PA 17104  
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Email: MBarroso@BestCompaniesGroup.com