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*Please fill out the below form and fax it to us along with your topic choices numbered by priority.
 Thank you.*

Fax Cover Sheet

We Do Websites!
 www.CompleteWebShop.com
 Toll Free 1-888-817-5950

Date: _____ # of pages (including cover sheet): _____

Shop name: _____ Fax #: _____

Quantity: _____ Target date for mail/ship: _____ Who mails newsletter? _____

Photos this issue? (please circle) Yes No How many? (extra charge for more than three) _____ (original photos, no negatives or slides)

Mailing Instructions: (please circle) Current Resident or Return Service Requested Note: The Post Office charges for address correction returns

Any staff changes? _____

Address, phone or hours changes? _____ Issue #: _____

Any shop news? _____

Shop message? (topics covered) _____

Referral message? (please circle) Yes No Names? (please circle) Yes No Quantity? _____ Contest winners? (please circle) Yes No
 (Fax list of referral and/or contest winner names on their own sheet.)

Coupon? (please circle) Yes No Value? _____ Expiration date: _____

New services? _____ Customer profile/testimonial? _____

Special events or promotions? _____

Details:

Automotive Topics

Shop's Name: _____

Please Note: There is usually only enough room for two to three articles in a two-page newsletter and about seven in an four page. Please number your choices in order of preference. We'll fit in as many as we can, in that order. Keep this master topics list to refer to each issue.

Ownership Issues

- 10 things to know before getting your car repaired
- Acid rain damage
- After an accident...
- Avoid stalling
- Auto insurance terminology
- Avoiding fender benders
- Avoiding vehicle theft
- Be prepared
- Buying a new car
- Buying a used car
- Car wash tips
- Carpet stains
- Caring for your car
- Cell phone safety
- Check-ups for your car
- Choosing a shop
- Clearcoat care
- Coping with a car crisis
- Cost of car ownership
- Dealing with distractions
- Distracted driving
- Driver vision tips
- Driving small cars
- Driving SUVs
- Drowsy driving
- Emergency items
- Financial sense of maintenance
- "First aid" for roadside emergencies
- Flares
- Fuel saving tips
- Handling emergencies
- High tech TLC
- High water damaged vehicles
- How to test drive a car
- Interior maintenance
- Jumpstarting a car
- Keep your car clean... and valuable
- Listen to your vehicle
- Maintaining your current vehicle versus buying new
- New to car care?
- Nighttime driving
- On the road alone?
- Preventing rollovers, crashes and injuries
- Proper use of lights
- Proper washing and waxing
- Protecting your car's finish in the winter
- Protect your investment with maintenance
- Rights of a new car owner
- Safe driving tips for everyone
- Safeguarding teen drivers
- Scratches on the finish
- Seat belt usage
- Seeing and being seen
- Sharing the road with big rigs
- S.I.R.E.N. savvy
- Skid control
- Speeding kills
- Start, travel, and stop
- Taking a test drive
- Taking corners
- Teen driver tips
- Tips for the new driver
- Tips for the older driver
- Tips for the young driver
- TLC for cars
- Towing a trailer
- Traveling with pets
- Troubleshooting
- Under the hood
- UV protection on your windows
- Vehicle neglect
- Washing and waxing
- Watch those bumps in the road (alignment)
- What to do in a breakdown
- What to do in case of an accident
- Women maintaining the family car

Associations/Certifications

- AAA
- AASP
- AC/Delco
- American Car Care Center
- ASE
- ASE Master Tech
- ATRA
- Bosch
- Car Care Council
- Emissions Repair
- iATN
- I-CAR
- I-CAR Gold
- NAPA
- TechNet
- TireStarz
- What is ASE certification?
- TransTech service
- Tune ups

Quiz/tests

- Brake I.Q.
- Braking system
- Car care savvy
- Car care aware
- Cooling system
- Do you know your car?
- Drive train
- Electrical system
- Fluids & filters
- Keeping up appearances
- Steering & suspension
- Tire care
- Tune up
- Vision and visibility
- Winter quiz

Services

- 1/3/6/9/12 month services
- 30/60/90 maintenance
- 100,000 mile tune-up?
- Alignment
- An ounce of prevention
- Brake inspection
- CCC Certified Inspections
- Collision repair
- Computerized diagnostics
- Drive train inspection
- Engine rebuild/replace
- Facing the consequences (maintenance)
- Maintenance secrets
- MODIS
- MotorVac
- Oil change
- Preventive maintenance
- Radiator flush
- Repair schedule
- Servicing your new vehicle
- Tire balancing
- Tire rotation
- Transmission flush

Parts/Systems

- ABCs of ABS
- ABS brakes
- ABS do's and don'ts
- AC & heating systems
- AC basics
- AC—getting ready for summer
- Aftermarket vs. OEM parts
- Air filters
- Automatic transmission tips
- Belts
- Batteries
- Batteries and hot weather
- Battery basics
- Brake fluid contamination
- Brake inspections
- Brake problems/symptoms
- Cabin air filters
- Can you count on your brakes?
- Check Engine light
- Cooling system
- Drive train

more topics 

Automotive Topics *continued*

- ___ Filters
- ___ Fuel economy
- ___ Fuel level importance
- ___ Fuel saving tips
- ___ Gas mileage calculation
- ___ Gas wasters
- ___ Get the most out of your gas tank
- ___ Get the spark back
- ___ Get your car in line (wheel alignment)
- ___ Give your brakes a break
- ___ Headlights
- ___ Heater problems
- ___ Hoses
- ___ It's a matter of timing
- ___ It's not just oil (what all oil does for your engine)
- ___ Keeping your engine cool
- ___ Marginal parts
- ___ Morning sickness (transmissions)
- ___ Oil—your first line of defense
- ___ Old batteries
- ___ Oxygen sensors
- ___ Parking brake: Use it or lose it
- ___ Reading a tire sidewall
- ___ Reflections on safety (mirror use)
- ___ Ride control
- ___ Safety equipment
- ___ Shocks
- ___ Steering
- ___ Struts
- ___ Suspension
- ___ Timely tire tips
- ___ Timing belt
- ___ Tire care
- ___ Tire maintenance
- ___ Tire penny test
- ___ Tire pressure
- ___ Tire smart: Play your P.A.R.T.
- ___ Tire quality vs. life span
- ___ Tire wear
- ___ Transmission repair

- ___ Transmission tips
 - ___ Windshields
 - ___ Wiper blades
 - ___ Wiper lifespan
- ### General Info
- ___ Automotive definitions
 - ___ Common problems
 - ___ Don't let vehicle trouble stop you (wide range of symptoms)
 - ___ Dozen most wanted
 - ___ Extended warranties
 - ___ Early warning signs
 - ___ It sounds kinda like...
 - ___ Nat'l. Car Care Month
 - ___ New car maintenance (you don't have to go to the dealer)
 - ___ Symptoms to watch for
 - ___ Your vehicle is in good hands
 - ___ What's that noise?
 - ___ What's that smell?

- ### Seasonal
- ___ Autumn tire neglect
 - ___ Avoid holiday accidents
 - ___ Back to school time
 - ___ Bad weather driving
 - ___ Beat the heat!
 - ___ Change of season reminders
 - ___ Cold weather and oil changes
 - ___ Cold weather car care
 - ___ Driving in snow
 - ___ Fall driving tips
 - ___ Fall paint tips
 - ___ Get ready for holiday travel
 - ___ Get ready for summer
 - ___ Gifts for drivers
 - ___ Gifts for your vehicle
 - ___ Going on a trip?
 - ___ Halloween warnings
 - ___ Harsh weather driving
 - ___ Holiday driving tips
 - ___ Hot tips in hot weather
 - ___ Hydroplaning
 - ___ New Year's Resolutions for you and your car
 - ___ Protecting your car's finish in the winter

- ___ Spring cleaning
- ___ Spring into summer
- ___ Springtime 10-pt check list
- ___ Springtime ritual
- ___ Starting your car in the cold
- ___ Tips for holiday party hosts (avoiding drunk drivers)
- ___ Tires and atmospheric pressure
- ___ Trip planning
- ___ Summer driving tips
- ___ Vacation driving tips
- ___ Vacation to-do list
- ___ Wet weather driving
- ___ Winter driving tips
- ___ Winterizing your vehicle

- ### Filler
- ___ Automotive history
 - ___ Big rigs on the road
 - ___ Bumper stickers
 - ___ Car gifts
 - ___ CCC survey
 - ___ Favorite car games
 - ___ From the glove box (factoids)
 - ___ History of air conditioning
 - ___ Insurance humor

- ### Shop Issues
- ___ After-hours drop offs
 - ___ Alldata
 - ___ CarCareONE
 - ___ Computerized maintenance schedule
 - ___ Contest
 - ___ Financing options
 - ___ Importance of trust
 - ___ Making a service appointment
 - ___ Need a loaner (rental)?
 - ___ Product promotion _____
 - ___ Referral contest
 - ___ Referral list
 - ___ Referral thanks
 - ___ Service guarantee
 - ___ Shop policies
 - ___ Shop report card

- ___ Shop you can trust
- ___ Staff intro
- ___ Staff news
- ___ Success story (testimonials)

- ### Custom Topics
- ___ Provide a description below
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____