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Solutions, Not Promises

## REPORT SAMPLES

*Inquiry+*

*...the Distribution Solution*

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## **Inquiry Menu – Summary Reports Overview**

There are a variety of reports that you can run based on the individual inquiries received. These include:

By City  
By State/Country  
By Zip/Postal Code  
By Country  
By Source  
By Who Entered Inquiry  
By Category/Option

By Brochure Requested  
By Premium Requested  
By Inquiry Mode  
Tabulated by Source/Mode  
Top 10 Report  
By Purpose of Visit  
Inquiries Returned By Source

### **OPTIONS**

Depending on the selected report, you may have options to filter on Source, State and/or Country.

You can select to display the results based on either "Alphabetically" or "By Number of Inquiries". The default for this option is "By Number of Inquiries". At times, you will have an option to display "By State/City".

You can choose to include the "Mailing Labels Received" and/or "Regular Inquiries". The default for this option is both.

You can choose your date range. The system will default to the entire date range in the database that it finds.

## Summary Reports – By City

This report shows how many inquiries were received from which cities.

<i>City</i>	<i>Inquiries</i>
DES MOINES, IA	18
OMAHA, NE	17
CEDAR RAPIDS, IA	11
CHICAGO, IL	11
LINCOLN, NE	8
MINNEAPOLIS, MN	7
KANSAS CITY, MO	6
MOLINE, IL	6
ROCHESTER, MN	6
PEORIA, IL	5
MILWAUKEE, WI	5
TOPEKA, KS	5
INDEPENDENCE, MO	4
BETTENDORF, IA	4
BROOKLYN, NY	4
SIOUX FALLS, SD	4
DAVENPORT, IA	4
MASON CITY, IA	4
DUBUQUE, IA	4
OTTUMWA, IA	4
IOWA CITY, IA	4
ALBERT LEA, MN	4
XENIA, OH	4
SHAWNEE MISSION, KS	4
	<b>153</b>

## Summary Reports – By State/Country

This report shows how many inquiries were received from which states or countries.

**Note:** If the state entered on the Inquiry record is not on Inquiry Lists: States or there is no information in the state and country fields, the report displays "None Entered" in the state/country column.

**Note:** If the state field on the Inquiry record is blank, but the country field is completed, the report displays the country name in the state/country column.

<i>Inquiries by State/Country</i>	
<i>From: 1/1/2009 To: 1/31/2009</i>	
<i>Showing: all records</i>	
<i>State/Country</i>	<i>Inquiries</i>
Iowa	174
Illinois	117
Minnesota	77
Wisconsin	68
Michigan	64
Nebraska	58
Missouri	39
Ohio	36
Indiana	35
Kansas	34
California	24
Texas	22
Florida	22
New York	18
Tennessee	13
Kentucky	13
Pennsylvania	12
South Dakota	11
Oklahoma	10
Colorado	10
Virginia	9
Arizona	8
Georgia	7
Mississippi	6

## Summary Reports – By Zip/Postal Code

This report shows how many inquiries were received from which zip codes.

<i>Inquiries By Zip Code</i>			
<i>From: 1/1/2009 To: 1/31/2009</i>			
<i>Showing: all records</i>			
<i>Zip Code</i>	<i>City</i>	<i>State</i>	<i>Inquiries</i>
61265	MOLINE	IL	6
52402	CEDAR RAPIDS	IA	5
68505	LINCOLN	NE	4
66207	SHAWNEE MISSION	KS	4
56007	ALBERT LEA	MN	4
55431	BLOOMINGTON	MN	4
55113	ROSEVILLE	MN	4
52722	BETTENDORF	IA	4
52501	OTTUMWA	IA	4
50401	MASON CITY	IA	4
50310	DES MOINES	IA	4
45385	XENIA	OH	4
<i>Total:</i>			<b>51</b>

## Summary Reports – By Country

This report shows how many inquired were received from which countries.

<i>Inquiries by Country</i>	
<i>From: 1/1/2009 To: 1/31/2009</i>	
<i>Showing: all records</i>	
<i>Country</i>	<i>Inquiries</i>
<b>CANADA</b>	<b>16</b>
<b>THE NETHERLANDS</b>	<b>1</b>
<b>England</b>	<b>1</b>
<b>Belgium</b>	<b>1</b>



## Summary Reports – By Source

This report shows how many inquiries were received from which sources.

### *Inquiries By Source*

*From: 1/1/2009 To: 1/31/2009*

*Showing: all records*

<i>Source</i>	<i>Inquiries</i>	<i>\$/Inquiry</i>
Midwest Living	261	\$0.00
Internet	222	\$0.00
Travelinformation.com	219	\$0.00
Home & Away AAA	197	\$0.00
Misc (Chamber, Phone book, Library, Event brochure	20	\$0.00
24-7 Vacations.com	20	\$0.00
800 PHONE NUMBER	15	\$0.00
Referred by Friends & Family	10	\$0.00
Junior Olympics	4	\$0.00
NO SOURCE	3	\$0.00
Web	1	\$0.00
Repeat Customer	1	\$0.00
IDED	1	\$0.00
Chicago Tribune (Coop)	1	\$0.00
AAA Living Magazine	1	\$0.00
	<b>976</b>	

## Summary Reports – By Who Entered Inquiry

This report shows the number of inquiries entered by each person using the system as well as by import disks.

<i>Inquiries By User</i>	
<i>From: 1/1/2009 To: 1/31/2009</i>	
<i>Showing: all records</i>	
<u><i>User / Entered By</i></u>	<u><i>Inquiries</i></u>
paula	358
janet	163
Disk2238	91
Disk2237	90
Disk2241	82
Disk2244	77
Disk2239	48
Disk2243	41
Disk2245	24
Disk2240	2
	<u>976</u>

## Summary Reports – By Category/Option

This report shows the total number of visitors grouped by category. For each category, the report displays the total number of visitors for each option within the category as well as the average length of stay.

<i>Inquiries by Category</i>								
<i>Entered between 1/1/2009 and 1/31/2009</i>								
<i>Showing: Regular Inquiries only</i>								
	<u><i>Inquiries</i></u>	<u><i>Visitors</i></u>	<u><i>Days</i></u>		<u><i>Inquiries</i></u>	<u><i>Visitors</i></u>	<u><i>Days</i></u>	
<i>Accommodations</i>				<i>Transportation</i>				
Campgrounds	1	5	2	Airplane	1	3	3	
Friends/Relatives	1	1	1	Automobile	3	8	1	
Hotel/Motel	2	5	2		4	11		
	<u>4</u>	<u>11</u>			<u>8</u>	<u>22</u>		
				<i>Total :</i>	<b>8</b>	<b>22</b>		

## Summary Reports – By Brochure Requested

This report shows how many inquiries were received by brochures requested.

<i>Summary By Brochure Requested</i>	
<i>From: 1/1/2009 To: 1/31/2009</i>	
<i>Showing: all records</i>	
<u><i>Brochure</i></u>	<u><i>Quantity</i></u>
Visitor Guide	20
Calendar of Events	8
City Map	7
Downtown Map	2
Attraction List	2
State Map	1
Restaurant List	1
<b><i>Total:</i></b>	<b><u>41</u></b>
<i>(Domestic: 39; Foreign: 2)</i>	

## Summary Reports – By Premium Requested

This report shows how many inquiries were received by premiums requested.

<i>Summary By Premium Requested</i>		
<i>From: 1/1/2009 To: 1/31/2009</i>		
<i>Showing: all records</i>		
<u><i>Premium</i></u>	<u><i>Quantity</i></u>	<u><i>\$ Amount</i></u>
Pocket Folders	23	\$10.00
Stick Pins	11	\$11.00
<b><i>Total:</i></b>	<b><u>34</u></b>	<b><u>\$21.00</u></b>
<i>(Domestic: 34; Foreign: 0)</i>		

## Summary Reports – By Inquiry Mode

This report shows how many inquiries were received via which inquiry modes.

<i>Summary By Inquiry Mode</i>	
<i>From: 1/1/2009 To: 1/31/2009</i>	
<i>Showing: all records</i>	
<u>Mode</u>	<u>Inquiries</u>
Formatted Labels	694
Internet	238
800 Number	40
Telephone	3
Mail	1
<b>Total:</b>	<b>976</b>

## Summary Reports – By Tabulated by Source/Mode

This report shows inquiries by both sources and modes in which they are received.

<i>Inquiries Tabulated by Source/Mode</i>						
<i>From: 1/1/2009 To: 1/31/2009</i>						
<i>NOTE: This report shows only active modes and sources, and can only display the first nine active modes defined in your system.</i>						
Source	Mode					Totals
	800 Number	Formatted Labels	Internet	Mail	Telephone	
24-7 Vacations.com	0	20	0	0	0	20
800 PHONE NUMBER	15	0	0	0	0	15
AAA Living Magazine	1	0	0	0	0	1
Chicago Tribune (Coop)	1	0	0	0	0	1
Home & Away AAA	0	197	0	0	0	197
IDED	0	0	1	0	0	1
Internet	1	0	221	0	0	222
Junior Olympics	0	0	4	0	0	4
Midwest Living	3	258	0	0	0	261
Misc (Chamber, Phone book, Library,	12	0	7	0	1	20
NO SOURCE	1	0	0	1	1	3
Referred by Friends & Family	5	0	4	0	1	10
Repeat Customer	1	0	0	0	0	1
Travelinformation.com	0	219	0	0	0	219
Web	0	0	1	0	0	1
<b>Totals:</b>	<b>40</b>	<b>694</b>	<b>238</b>	<b>1</b>	<b>3</b>	<b>976</b>

## Summary Reports – Top 10 Report

This report shows how many inquiries were received from the ten most popular cities, states/countries, zip codes and sources.

### *Top 10 Report*

*From: 1/1/2009 To: 1/31/2009*  
*Total inquiries between these dates: 976*  
*Showing: all records*

#### Cities

DES MOINES, IA	18
OMAHA, NE	17
CEDAR RAPIDS, IA	11
CHICAGO, IL	11
LINCOLN, NE	8
MINNEAPOLIS, MN	7
ROCHESTER, MN	6
KANSAS CITY, MO	6
MOLINE, IL	6
PEORIA, IL	5
TOPEKA, KS	5
MILWAUKEE, WI	5

#### States/Countries

Iowa	174
Illinois	117
Minnesota	77
Wisconsin	68
Michigan	64
Nebraska	58
Missouri	39
Ohio	36
Indiana	35
Kansas	34

## **Top 10 Report**

### **Zip Codes**

61265	Moline, IL	6
52402	Cedar Rapids, IA	5
52722	Bettendorf, IA	4
45385	Xenia, OH	4
66207	Shawnee Mission, KS	4
50310	Des Moines, IA	4
68505	Lincoln, NE	4
50401	Mason City, IA	4
55431	Minneapolis, MN	4
52501	Ottumwa, IA	4
55113	Saint Paul, MN	4
56007	Albert Lea, MN	4

### **Sources**

Midwest Living	261
Internet	222
Travelinformation.com	219
Home & Away AAA	197
24-7 Vacations.com	20
Misc (Chamber, Phone book, Library, Event brochure)	20
800 PHONE NUMBER	15
Referred by Friends & Family	10
Junior Olympics	4
NO SOURCE	3

## Summary Reports – By Purpose of Visit

This report shows the total number of visitors grouped by purpose of visit. For each purpose, the report displays the total number of visitors as well as the average length of stay.

<i>Inquiries by Purpose of Visit</i>			
<i>Entered between 1/1/2009 and 1/31/2009</i>			
<i>Showing: Regular Inquiries only</i>			
<i>Purpose</i>	<i>Total Visitors</i>	<i>Avg.Stay (Days)</i>	
Family Reunion	5	2	
Vacation	3	3	
Passing Through	3	1	
<b><i>Total number of visitors:</i></b>		<b>11</b>	

## Summary Reports – Inquiries Returned By Source

This report shows the total number of inquiries that were marked as "returned" on the data entry screen. For each source represented, the report displays the total number of inquiries returned.

<i>Inquiries Returned, By Source</i>	
<i>From: 1/1/2009 To: 1/31/2009</i>	
<i>Showing: Regular Inquiries only</i>	
<i>Source</i>	<i>Inquiries</i>
24-7 Vacations.com	2
Misc (Chamber, Phone book, Library, Event brochure)	1
Midwest Living	1
Internet	1
	<b>5</b>

## Fiscal Year Reports – Summary by Source

This report shows the number of inquiries that were received from each source. The sources are listed in order of the number of inquiries received (highest on top). The report shows a year-to-date total per source, as well as monthly figures. The report also shows the percentage of inquiries received from each source.

<b>Source Summary Report</b>														
<b>10/1/2008 - 9/30/2009</b>														
<i>Source</i>	<i>YTD</i>	<i>Pct</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>
AAA Living Contest	5,318	13.82%		5,318										
America's Best Vacations- Midwest	4,870	12.66%	648	1,171	860				319	1,363	509			
Midwest Living	3,281	8.53%	320	360	111	261	222	651	381	524	386	65		
TravelInformation.com	2,536	6.59%	123	60	85	219	422	491	375	292	317	152		
Redbook	2,256	5.86%	585	1,670				1						
People Magazine	2,249	5.85%		1,253	664					332				
Redbook Spring 09	2,064	5.36%							329	1,735				
Internet	1,927	5.01%	45	45	86	222	186	317	219	213	309	251	34	
24-7 Vacations.com	1,832	4.76%	148	141	82	20	289	341	215	115	216	265		
People Spring 09	1,705	4.43%								1,282	423			
Readers Digest	1,509	3.92%					589	908	9	3				
Better Homes & Garden	1,473	3.83%						119	914	267	173			
Midwest Vacation Guide	1,321	3.43%						122	936	169	54	40		
Family Circle	1,124	2.92%						39	727	224	122	12		
Ladies Home Journal	967	2.51%						322	427	115	85	18		
Midwest Living Coop	842	2.19%						389	171	112	132	38		
Chicago Tribune (Coop)	730	1.90%				1					727	2		
Chicago TV Coop Summer 09	564	1.47%								433	131			
Home & Away AAA	461	1.20%	81	118	24	197	38	3						
USA Weekend	323	0.84%		52	8		1	112	56	20	66	8		
Misc (Chamber, Phone book, Librar	314	0.82%	19	18	8	20	19	56	33	36	50	48	7	
800 PHONE NUMBER	255	0.66%	13	15	11	15	12	68	22	24	27	41	7	
Minneapolis TV Coop Summer 09	76	0.20%								76				

## Fiscal Year Reports – Summary by Mode

This report shows the number of inquiries that were received via each mode (such as formatted labels, telephone, website, etc.). The modes are listed in order of the number of inquiries received (highest on top). The report shows a year-to-date total per mode, as well as monthly figures. The report also shows the percentage of inquiries received via each mode.

<b>Mode Summary Report</b>														
<b>10/1/2008 - 9/30/2009</b>														
<i>Mode</i>	<i>YTD</i>	<i>Pct</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>
Formatted Labels	35,524	92.34%	1,904	10,173	1,834	694	1,561	3,457	4,908	7,060	3,338	595		
Internet	2,075	5.39%	46	59	92	238	204	333	222	221	335	286	39	
800 Number	800	2.08%	42	37	20	40	34	203	91	87	98	134	14	
Mail	47	0.12%	3	5	4	1	3	8	7	12	1	3		
Telephone	26	0.07%	3	1		3		6	3	2	3	3	2	
<b>Totals:</b>	<b>38,472</b>		<b>1,998</b>	<b>10,275</b>	<b>1,950</b>	<b>976</b>	<b>1,802</b>	<b>4,007</b>	<b>5,231</b>	<b>7,382</b>	<b>3,775</b>	<b>1,021</b>	<b>55</b>	



## Fiscal Year Reports – Summary by State

This report shows the number of inquiries that were received per state. The report shows a year-to-date total per state, as well as monthly figures for each state. The report also shows the percentage of inquiries received per state.

<i>State Summary Report</i>														
<i>10/1/2008 - 9/30/2009</i>														
<i>State</i>	<i>YTD</i>	<i>Pct</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>
IL	4,843	12.59%	311	1,487	251	117	146	364	461	822	817	62	5	
MI	4,042	10.51%	247	2,545	217	64	93	227	167	310	124	48		
IA	3,419	8.89%	126	768	117	174	177	547	619	435	308	135	13	
MN	3,076	8.00%	101	1,084	104	77	88	311	354	488	419	49	1	
WI	2,636	6.85%	102	1,151	96	68	111	241	390	299	141	36	1	
OH	2,305	5.99%	266	711	290	36	81	144	233	375	139	30		
MO	1,953	5.08%	140	364	142	39	93	222	366	323	197	63	4	
P.A	1,699	4.42%	149	478	233	12	58	128	153	362	101	22	3	
IN	1,687	4.39%	155	550	161	35	51	148	188	255	117	24	3	
NE	1,326	3.45%	55	492	50	58	45	144	176	123	149	32	2	
TX	1,277	3.32%	27	26	15	22	96	133	219	545	142	50	2	
NY	996	2.59%	17	14	10	18	45	120	184	434	125	28	1	
KS	919	2.39%	63	173	52	34	51	105	150	153	89	48	1	
KY	623	1.62%	56	108	54	13	28	59	81	171	40	10	3	
CA	621	1.61%	17	18	13	24	82	118	154	83	67	38	7	
GA	611	1.59%	15	12	8	7	29	36	100	309	80	15		
FL	537	1.40%	14	23	21	22	57	92	129	79	68	30	2	
TN	486	1.26%	10	16	6	13	27	47	78	215	54	19	1	
NJ	471	1.22%	5	4	4	6	17	70	70	222	58	13	2	

## Fiscal Year Reports – Prior Year Comparison

This report shows the number of inquiries received each month for the past three fiscal years. Domestic and international inquiries are shown in separate areas, and are also combined in a Totals column. The report also shows the average number of inquiries received each month over the past three years, and shows by what percentage this year's inquiries are up or down.

<i>State Summary Report</i>														
<i>10/1/2008 - 9/30/2009</i>														
<i>State</i>	<i>YTD</i>	<i>Pct</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>
IL	4,843	12.59%	311	1,487	251	117	146	364	461	822	817	62	5	
MI	4,042	10.51%	247	2,545	217	64	93	227	167	310	124	48		
IA	3,419	8.89%	126	768	117	174	177	547	619	435	308	135	13	
MN	3,076	8.00%	101	1,084	104	77	88	311	354	488	419	49	1	
WI	2,636	6.85%	102	1,151	96	68	111	241	390	299	141	36	1	
OH	2,305	5.99%	266	711	290	36	81	144	233	375	139	30		
MO	1,953	5.08%	140	364	142	39	93	222	366	323	197	63	4	
P.A	1,699	4.42%	149	478	233	12	58	128	153	362	101	22	3	
IN	1,687	4.39%	155	550	161	35	51	148	188	255	117	24	3	
NE	1,326	3.45%	55	492	50	58	45	144	176	123	149	32	2	
TX	1,277	3.32%	27	26	15	22	96	133	219	545	142	50	2	
NY	996	2.59%	17	14	10	18	45	120	184	434	125	28	1	
KS	919	2.39%	63	173	52	34	51	105	150	153	89	48	1	
KY	623	1.62%	56	108	54	13	28	59	81	171	40	10	3	
CA	621	1.61%	17	18	13	24	82	118	154	83	67	38	7	
GA	611	1.59%	15	12	8	7	29	36	100	309	80	15		
FL	537	1.40%	14	23	21	22	57	92	129	79	68	30	2	
TN	486	1.26%	10	16	6	13	27	47	78	215	54	19	1	
NJ	471	1.22%	5	4	4	6	17	70	70	222	58	13	2	

## Walk-In Reports – Overview

The Walk-In Reports summarize the total number of walk-in visitors to your organization. You can display information grouped by visitor's place of origin or by their purpose for visiting your city. The report also includes the average length of stay in days.

You can choose to run the reports based on the following categories:

**By Zip Code/Country**

**Note:** If no zip code is provided, the report will list the data by country.

**By State/Country**

**By City**

**Note:** If you would to filter this on one state. This can be used to prevent city names that appear in multiple states from appearing. (example: Rochester, NY & Rochester, MN)

**By Purpose of Visit**

**By Category**

**Note:** This option specifies details about the visit such as transportation, lodging etc.

All reports basically display the same type of information – the category (zip, state, country, etc), total visitors, and average stays.

<i><b>Walk-Ins By Zip Code/Country</b></i>		
<i><b>Entered between 8/11/2009 and 8/18/2009</b></i>		
<i><b>Zip Code/ Country</b></i>	<i><b>Total Visitors</b></i>	<i><b>Avg.Stay (Days)</b></i>
45415	3	1
32002	3	4
98500	2	3
01060	2	1
Canada	1	1
56201	1	2
34001	1	1
<i><b>Total number of visits: 8</b></i>		
<i><b>Total number of visitors: 13</b></i>		

## Bulk Distribution - Distribution Report

The Distribution Report shows the organizations that received brochures and premiums during a specified period. The report shows the name of the receiving organization, the number of brochures received, and the total number of brochures distributed.

You can choose how to print the report:

**Grouped by:** With this option, you can choose to group the results by item, organization or category.

**Item:** This report shows the total number of each brochure and premium distributed to each organization.

**Organization:** This report is grouped by Organizations that received the brochure.

**Category:** This report is grouped by the Category of the organizations that received the brochure.

**NOTE:** You may also choose to filter on a specific category, brochure or organization.

<b>Bulk Distribution Report</b>		
From: 8/1/2009 To: 8/31/2009		
<b>Bulk Distributions by Brochure</b>		
<i>Downtown Map</i>		
<u>Organization</u>	<u>Quantity</u>	
AAA	50	
National Tour Association	100	
Ohio Welcome Center	50	
<b>3 distributions</b>	<b>200</b>	<b>10.26%</b>
<i>Visitor Guide</i>		
<u>Organization</u>	<u>Quantity</u>	
AAA	500	
Comfort Suite	50	
Hilton Hotel	200	
Ohio Welcome Center	1,000	
<b>4 distributions</b>	<b>1,750</b>	<b>89.74%</b>
<i>Grand Total</i>	<input type="text" value="1,950"/>	

## Bulk Distribution - Organization Report

This option allows you to print a report showing the Organizations to which you bulk distribute items. The report displays the name address and phone number of the organization, the name of the primary contact and also indicates status of the Active Check Box.

You can choose one of the following options:

**List all, by name:** This report shows all the organizations - listed alphabetically by name - that receive bulk items from you.

**Group by Category:** This report shows all the organizations - grouped by category - that receive bulk items from you.

**Filter by Category:** This report shows all the organizations - for the category that you select- that receive bulk items from you.

### *Bulk Distribution Organizations*

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<i>Organization</i>	<i>Contact</i>	<i>Phone</i>	<i>Active</i>
AAA 234 Main Street Metro City, MA 01060	Mr. Joe Wentzel	(413) 587-9704 <i>Travel Agency</i>	<input checked="" type="checkbox"/>
Comfort Suitse 87937 Highland Avenue Metro City, MA 01060	Ms. Kristin Johnson	<i>Lodging Partners</i>	<input checked="" type="checkbox"/>
Hilton Hotel 853 Hilton Avenue Metro City, MA 01060	Mr. Steven Klondike	<i>Lodging Partners</i>	<input checked="" type="checkbox"/>
Holiday Inn 993 Lane Avenue Metro City, MA 01060	Mr. Robert Hodge	(413) 555-1212 <i>Lodging Partners</i>	<input checked="" type="checkbox"/>
Massachusetts Welcome Center 565 US 80 Agawam, MA 01001	Mr. Ronald Harper	<i>Travel Centers</i>	<input checked="" type="checkbox"/>

## Calendar of Events – Print Calendar

Use this option to print a list of events that are going on in your city during a specified date range. You can also create an ASCII file to export your events data to another program.

The Calendar of Events shows, for each event within the date range specified, the date(s), the name of the event, the time, the description, the admission price, the contact, the contact phone, and the sponsor. The report also shows the venue in which each event takes place, and whether or not the event is handicap accessible. Option for detailed or brief report. Option to either group by category, or simply list by date.

### Calendar of Events

From: 1/1/2009 To: 12/31/2009

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#### **Holiday Events**

<p><b>Holiday Open House</b></p> <p>Valley Junction merchants will open their doors for special extended shopping hours, as the entire neighborhood sparkles with a fantastic light display of over 100,000 bulbs. The festivities continue through the evening as carolers stroll the street, Santa comes to visit and horse and carriage ride give visitors a chance to sit back and enjoy the sights.</p> <p><b>Admission:</b> Free  <b>Contact:</b>  <b>Phone:</b> 515-222-3642  <b>Email:</b>  <b>Web:</b>  <b>Sponsor:</b></p>	<p style="text-align: center;"><b>Historic Valley Junction</b></p> <p>5-9pm  11/29/2009  5th Street Area, West Des Moines</p>
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#### **Special Events**

<p><b>Walt Johnson's Collector Extravaganza</b></p>	<p style="text-align: center;"><b>Veterans Memorial Auditorium</b></p>
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### Calendar of Events

From: 1/1/2009 To: 12/31/2009

<i>Date/Time</i>	<i>Event</i>	<i>Location</i>
4/23/2009 - 4/24/2009	<i>Drake Relays</i>	Drake University 515-271-2115
5/8/2009 - 6/1/2009	<i>The Phantom of the Opera</i>	Civic Center of Greater Des Moines 515-246-2366
Varies		
11/9/2009	<i>Walt Johnson's Collector Extravaganza</i>	Veterans Memorial Auditorium 515-262-6714
11/29/2009 5-9pm	<i>Holiday Open House</i>	Historic Valley Junction 515-222-3642
12/11/2009 - 12/12/2009 11am-5pm	<i>Holiday Celebration</i>	Living History Farms 515-278-5286, 515-278-2400

## Area Attractions Menu – Area Attractions

This option allows you to print a list of attractions in your area. You can print the list sorted by category, or sorted alphabetically. You can also print a list for just one area of your city, or for just one category.

For each attraction, the report shows the name, address, phone and fax numbers, the area of your city where the attraction is located, the main contact, credit cards accepted, hours of operation, admission prices, description, and whether or not the attraction is wheelchair accessible.

### *Area Attractions*

#### *North*

**Adventureland Inn**

3200 Adventureland Drive,  
Altoona, IA 50009

**Phone:** (515) 265-7321      **Fax:**

**Category:** Accommodation

**Area:** North

Arcades Free Parking 24 Hour shuttle to Prarie Meadows Racetrack & Casino  
Indoor pools & playful water features.

**Credit Cards:** AmEx, Visa, MC,      **Handicapped Accessible:** Yes

**America's Best Inn**

5050 Merle Hay Road,  
Johnston, IA 50131

**Phone:** (515) 270-1111      **Fax:** (515) 331-2142

**Category:** Accommodation

**Area:** North

Discover genuine hospitality, affordable lodging and clean, comfortable rooms at this attractive hotel. One or two-bed rooms, executive suites, handicap accessible rooms, cable TV, indoor heated pool/whirlpool and a complimentary deluxe continental breakfast are offered. Shopping, movies and great dining are just minutes away. Ask about the Best Guest Club.

**Credit Cards:**      **Handicapped Accessible:** No

**America's Water Park**

**Category:** Attraction

**Area:** North

## Convention Services Menu – Accounts Serviced

This report shows all accounts serviced in the selected dates. For each account, the report shows the date of service, the organization name, the headquarters hotel, the number of attendees, the number of room nights, the peak room number, and whether or not registration services were provided.

If you choose to print the detailed version, the name and quantity of brochures and premiums as well as other services provided (such as reception, name badges, etc.). The report includes the grand total of brochures provided, number of groups, attendance and rooms for all accounts serviced within the selected date range.

<i>Accounts Serviced</i>						
<i>Between 1/1/2009 and 12/31/2009</i>						
<i>Date</i>	<i>Organization</i>	<i>Headquarters</i>	<i>Attend</i>	<i>Rooms</i>	<i>Peak</i>	<i>Reg?</i>
3/18/2009	American Society of Animal Science 2009	None Entered	1,200	973	407	<input type="checkbox"/>
4/18/2009	Iowa FFA 2009	Quality Inn & Suite	0	1,758	897	<input type="checkbox"/>

<i>Accounts Serviced Detail</i>						
<i>Between 1/1/2009 and 12/31/2009</i>						
<i>Date</i>	<i>Organization</i>	<i>Headquarters</i>	<i>Attend</i>	<i>Rooms</i>	<i>Peak</i>	<i>Reg?</i>
3/18/2009	American Society of Animal Science 2009	None Entered	1,200	973	407	<input type="checkbox"/>
<i>Notes:</i> Hotel Confirmations will be sent after February 19, 2009						
4/18/2009	Iowa FFA 2009	Quality Inn & Sui	0	1,758	897	<input type="checkbox"/>
<i>Notes:</i> Hotel Confirmations will be sent after March 20, 2009.						



## Convention Services Menu – Accounts to be Serviced

This report shows the accounts that are scheduled for service between the dates you specified. The report prints one account per page. The report shows the full convention services record as entered in the Convention Services file.

<i>Accounts To Be Serviced Detail</i>							
<i>Between 1/1/2009 and 12/31/2009</i>							
<i>Requested</i>	<i>Due</i>	<i>Organization</i>	<i>Headquarters</i>	<i>Attend</i>	<i>Rooms</i>	<i>Peak</i>	<i>Reg?</i>
4/7/2009	12/31/2009	Telecommunications Association 2009	Des Moines Ma	0	654	322	<input checked="" type="checkbox"/>
<i>Notes:</i> Hotel Confirmations will be sent after October 13, 2009.							
4/2/2009	12/31/2009	Gold Wing Road Riders Association 201	None Entered	0	8,360	1,963	<input type="checkbox"/>
<i>Notes:</i> Hotel Confirmations will be sent after June 5, 2010.							

<i>Accounts To Be Serviced</i>			
<i>Date Due:</i>	12/31/2009	<i>Requested:</i> 04/07/2009 jmaurer	<i>Registration?</i> <input checked="" type="checkbox"/>
<i>Organization</i>	Telecommunications Association 2009		
<i>Meeting</i>	Annual Convention 2009		
<i>Dates:</i>	11/8/2009 - 11/10/2009		<i>HQ Hotel:</i> Des Moines Marriott Dow
<i>Attendance</i>	<i>Rooms</i>	<i>Peak</i>	<i>Sales Staff:</i>
0	654	322	
<i>Contact:</i>	Ms. Jolene Davis, Meeting Planner Iowa Telecommunications Association 2987 100th Street, Des Moines, IA 50322 United States of Ameri		<i>Comment:</i> Hotel Confirmations will be sent after October 13, 2009. Note: After October 13, 2009 please contact hotel directly for changes, cancellations and/or new reservations.
<i>Phone:</i>	(515) 867-2091	<i>Fax:</i>	(515) 867-9767
<i>E-Mail:</i>	jdavis@i-t-a.net		

## Convention Services Menu – Registration Report

This report shows the accounts for which registration services were or will be provided between the specified dates. The report shows the meeting date, the name of the organization, the headquarters hotel, the number of attendees, the number of room nights, and the peak room number.

<i>Registration Report</i>					
<i>Between 1/1/2009 and 12/31/2009</i>					
<i>Mtg Dates</i>	<i>Organization</i>	<i>Headquarters</i>	<i>Attend</i>	<i>Rooms</i>	<i>Peak</i>
11/8/2009-11/10/2009	Telecommunications Association 2009	Des Moines Marriott Do	0	654	322
11/18/2009-11/20/2009	Iowa State Association of Counties	Coraville Marriott	1,200	1,452	499

## Convention Services Menu – Convention Calendar

This report shows all meetings within the selected date range. For each meeting, the report includes the meeting start date, organization name, Headquarter hotel, attendance, total rooms, and peak. Check the "Contact Info" box to include the meeting contact person's name, title, address, phone, fax and email.

<i>Convention Calendar</i>					
<i>Between 1/1/2009 and 8/31/2009</i>					
Mtg Dates	Organization	Headquarters	Attend	Rooms	Peak
1/14/2009-1/17/2009	Premier Designs, Inc. 2009	None Entered	0	1,384	800
3/14/2009-3/20/2009	American Society of Animal Science 2009	None Entered	1,200	973	407
4/15/2009-4/17/2009	Iowa FFA 2009	Quality Inn & Suites Ev	0	1,758	897
4/26/2009-4/29/2009	American Public Works Association 2009	Des Moines Marriott Do	0	2,040	578
7/25/2009-8/9/2009	AAU 2009	None Entered	40,000	23,073	2,689

<i>Convention Calendar</i>					
<i>Between 1/1/2009 and 8/31/2009</i>					
Mtg Dates	Organization	Headquarters	Attend	Rooms	Peak
1/14/2009-1/17/2009	Premier Designs, Inc. 2009	None Entered	0	1,384	800
	Ms. Karen Lewis Premier Designs, Inc. 7717 Sumac Road Irving, TX 75063 Phone: (972) 281-6331; Fax: (972) 281-6330; E-Mail: karen@premierdesigns.com				
3/14/2009-3/20/2009	American Society of Animal Science 2009	None Entered	1,200	973	407
	Ms. Paula Schultz American Society of Animal Science 1111 N. Dunlap Avenue Savoy, IL 61874 Phone: (217) 356-3182; Fax: (217) 398-4119; E-Mail: paulas@asochq.org				