

# Cover Letter to Acton Businesses

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*3 July 2016*

## Note to Reader

The volunteers who visit Acton businesses to gather information will carry a copy of this letter with them.

This second revision of this letter leads with the paragraph suggested by Dave Didriksen. The remaining text was changed to reflect the new first paragraph and to (partly) eliminate redundant information.

3 July 2016

Dear Acton Business Person:

We need your help! The Town of Acton is conducting a survey of local business in order to compile a database of all businesses in town. This database will be available to help businesses connect with each other and to improve communication between local businesses and the town itself. Local businesses are a vital part of life in our community, and your participation in this survey will help us to strengthen that connection.

This business census that we are conducting will provide Matthew Selby, Director, Land Use and Economic Development, and the Economic Development Committee with basic information about how many businesses of various types are currently operating in Acton.

The contact information that we are collecting will also allow town departments to contact businesses like yours about public hearings, proposed zoning changes, and other events that might have an impact on your business.

We thank you in advance for your help in gathering this information.

Respectfully yours,

Matthew Selby, Director, Land Use and Economic Development

Doug Tindal, Chair, Economic Development Committee

### Note to Reader

One of these forms will be filled out by each business that is visited. The information on this form will later be added into the database system itself.

Business Questionnaire	
Today's Date	Data Entry Date (internal use only)
Address and Contact Information	
Business name	Local Contact Information
Street Address (1)	Contact Name
Street Address (2)	Contact Phone
<b>Acton, MA 01720</b>	Contact email
Web address	
Business Information	
Business type	Business Start Date <b>in Acton</b>
Business subtype	Rent or own?
Number of Employees <input type="checkbox"/> Just me (single person business) <input type="checkbox"/> Employee Count LEQ 5 <input type="checkbox"/> 6 LEQ Employee Count LEQ 10 <input type="checkbox"/> 11 LEQ Employee Count LEQ 20 <input type="checkbox"/> 21 LEQ Employee Count LEQ 50 <input type="checkbox"/> Employee Count GTR 50	Owner or landlord name and address
	Number of square feet (to nearest 100 ft <sup>2</sup> )
Business notes	