**WEST VIRGINIA COMMERCIAL**

# Company information

For your ButterflyMX commercial directory listing

---

Complete this form and return it with the employee CSV to Kristin.
Return to: kdent@wv-commercial.com. No ButterflyMX login or upload is needed.

**Company name as it should appear in the directory**

**Suite number(s)**

**Floor(s)**

**Main / front-desk contact name**

The person visitors should reach when they select "Call Front Desk."

**Contact email**

**Contact phone**

## Optional directory details

**Office hours to display**

For visitors only; these hours do not set building access permissions.

**Visitor directions / display text**

Company logo: If you want it displayed, attach a square logo image to your reply.

---

WV Commercial information-collection form. Not an official ButterflyMX import template.
Provide individual employee details in the separate business_import.csv attachment.

Field reference: ButterflyMX Help Center - How to Add a Business Unit