

## USING OUR BUSINESS DIRECTORY

- ✓ To start your search click on the *'Home'* tab to return to the home page.
- ✓ To search for a type of trader or business type a keyword or a type of trade into the search box which says *'Enter the Trade'* you are looking for. When you start typing, a list of possible trades will appear below, click on the appropriate one.
- ✓ Once you have done this, type your full postcode into the search box, which says *'Your postcode'* and then hit the search button.

This will generate a list of relevant traders and business in distance order, stating how many miles they are away from the postcode you entered. To read more about the trader or business click on the *'view details button'*.

If you have any problems using the directory please call the Freephone number **0800 599 9435**, and our local staff will happily search the directory on your behalf or answer any questions you have.