Design Template for Contact Us Pages

Organization Logo and Top Navigation here

Contact Us

- General Contacts
- Regional Contacts
- Toll-Free Numbers
- Other Contacts
- Technical Contacts
- Accessibility Contacts

General Contacts

[You may wish to add a link to your frequently asked questions here.]

Email:

email@yourorg.gov

[Or: Use our contact form to send us email.]

Telephone:	NNN-NNN-NNNN
TDD:	TTY users can dial 1-800-877-8339 to use the Federal Relay Service.
Fax:	NNN-NNN-NNNN
U.S. Mail:	Organization Name Street Address City, State, ZIP

E-mail Response Policy

[Insert your policy here.]

When you send us an email, you should receive an automated response right away, letting you know that we received your email. Our policy is to respond to questions or requests within two working days. If it will take us longer to give you a complete response, we'll email you within two working days with an estimated date for the complete response.

Regional Contacts

City 1 Regional Office

Address:	Organization Name Street Address City, State, ZIP
Telephone:	NNN-NNN-NNNN
Area:	States/Regions/Cities this office handles

City 2 Regional Office

Address:	Organization Name Street Address City, State, ZIP
Telephone:	NNN-NNN-NNNN
Area:	States/Regions/Cities this office handles

City 3 Regional Office

Address:	Organization Name Street Address City, State, ZIP
Telephone:	NNN-NNN-NNNN
Area:	States/Regions/Cities this office handles

Toll-Free Numbers

General Information

1-800-NNN-NNNN
You can provide information here about what kinds of questions can be answered at this number, or about hours of operation.

Publications

1-800-NNN-NNNN
Request publications by email: /pubs.html
You might have a toll-free number for ordering your organization's publication. If so, you might want to list some of the more popular publications here.

Big Program

1-800-NNN-NNNN
TTY: 1-800-NNN-NNNN
Email: program@yourorg.gov
This should provide information about what information people can get from this number, or from email, as well as any other information about the number. You might also want to include a link to your main web page about this program.

Fraud, Waste, and Abuse

1-800-NNN-NNNN

Other Contacts

Freedom of Information Act (FOIA)

Organization Name
Freedom of Information Officer
Street Address
City, State, ZIP
NNN-NNN-NNNN

Provide additional information about making FOIA requests here—or link to a FOIA page that has that information.

Data Quality

Organization Name
Information Quality Request
Street Address
City, State, ZIP
NNN-NNN-NNNN
data@yourorg.gov

Additional information about the data quality guidelines, or about correction requests

Small Businesses

Organization Name
Small Business Office
Street Address
City, State, ZIP
NNN-NNN-NNNN

Web Site Technical Contacts

Send questions or comments about the website to:

Report Web Site Technical Issues:	/problemform.html
Email:	webmaster@yourorg.gov
Fax:	NNN-NNN-NNNN
Address:	Webmaster Organization Name Street Address City, State, ZIP

Accessibility Contacts

If you have difficulty accessing content or features on this site contact:

Email: webmaster@yourorg.gov
Phone: NNN-NNN-NNNN