

# Infoserve's FREE Google Local Guide- Get Listed Now!

## Get Your Business Found on Google Maps

Google Maps is a great way to get your business found on Google for Free.

Millions of people search Google Maps every day, a free listing enables your business to be found.

People are increasingly searching online for products and services in their locality, a listing on Google Maps means that you are placing your business in front of potential customers.

It is simple to get your business listed. This document explains how to add and edit your business on Google Maps.

## Claim or add your listing

Your business probably already shows up on Google Maps and Google.com, but you should still claim your listing and make sure its details are correct and thorough.

You will need to use Google's Local business centre to claim or add your business details.

The screenshot shows a Google search interface with the query "internet marketing in bexley". The search results are categorized under "Web" and show "Results 1 - 10 of about 36,700 for internet marketing in bexley (0.20 seconds)".

**Local business results for internet marketing near Bexley, Greater London**

- A. Bexley Internet Solutions Ltd - www.bexleyinter.net - 0845 257 9606 - [more](#)
- B. Jonathan Appleton Consulting Ltd - www.jonappleton.com - 07748 963 128 - [more](#)
- C. TouchScreenData Ltd - www.touchscreendata.com - 0845 257 9126 - [more](#)
- D. Advertise By Design - www.advertisebydesign.co.uk - 020 8488 5825 - [more](#)
- E. White Hat Web Design - www.white-hat-web-design.co.uk - 020 8300 6531 - [more](#)
- F. Accenttech Corporation UK Limited - www.accenttechcorporation.com - 020 8306 9076 - [more](#)
- G. Compass Computing Ltd - www.compasscomputing.co.uk - 020 8850 0474 - [more](#)
- H. I-Kos Ltd - www.i-kos.com - 01322 277 255 - [more](#)
- I. Westweb Ltd - www.weswebtld.com - 0870 919 3665 - [more](#)
- J. Dream Studio (uk) Limited - www.dreamstudio.co.uk - 01322 281 288 - [more](#)

[More results near Bexley, Greater London >](#)

**Professional Web Design and Internet Marketing Services from the ...**  
Professional Web Design and Internet Marketing services provided by the expert team of Web Design, Website development and Internet Marketing specialists at ...  
[www.bexleyinter.net/](http://www.bexleyinter.net/) - 12k - [Cached](#) - [Similar pages](#) - [Note this](#)

**Web Design and Internet Marketing News, updates, tips and ...**  
Web Design and Internet Marketing News, updates, tips and information from Bexley Internet Solutions Ltd near Dartford in Kent.  
[www.bexleyinter.net/newsroom.aspx](http://www.bexleyinter.net/newsroom.aspx) - 16k - [Cached](#) - [Similar pages](#) - [Note this](#)  
[More results from www.bexleyinter.net >](#)

**YiPple! - Bexley Internet Marketing - Bexley, OH**  
Find Internet Marketing in Bexley, OH on YiPple! ... PR & Marketing Counsel- Inc., 903 Chelsea Avenue, Bexley, OH 43209, (614) 231-6499 ...  
1428.yippie.biz/oh/bexley - 71k - [Cached](#) - [Similar pages](#) - [Note this](#)

**Sponsored Links**

- Web Analytics**  
Get the data you need to improve web ROI with Google Analytics. Free [www.google.com/analytics](http://www.google.com/analytics)
- Internet Marketing**  
Everything you need to know about Internet Marketing - Top UK Expert [www.InternetMarketingReports.co.uk](http://www.InternetMarketingReports.co.uk)
- Marketing Analytics**  
Measure & Prove Your Marketing ROI. Web-Based Application. Free Trial! [www.salesforce.com/uk](http://www.salesforce.com/uk)
- Get Internet Marketing**  
All-in-One Internet Marketing. 1000s of Big Companies Trust Us! [www.Lynrs.com](http://www.Lynrs.com)
- Internet Marketing**  
Get fast free quotes from 6 leading marketing firms. Min spend £500/m. [ApprovedInternetMarketing.co.uk](http://ApprovedInternetMarketing.co.uk)
- Web Analytics**  
Special Summer Offer, 25% off all Web Analytics Training Courses [www.dc-storm.com/AnalyticsTraining](http://www.dc-storm.com/AnalyticsTraining)

## Log in to the Local Business Centre

The first step to creating your Free Google local listing is to go to [www.google.com/local/add](http://www.google.com/local/add)

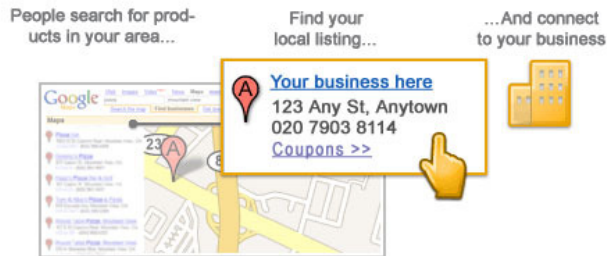
### Google Local Business Centre

Change Language: English (UK) ▼

#### Help customers find you on Google Maps

Millions of people search Google Maps every day. A free listing on Google Maps makes it easy for them to find you.

Use the Local Business Centre to create your free listing. When potential customers search Maps for local information, they will find your business; your address, hours of operation, even photos of your shop front or products. It's easy, free and you don't need a website of your own.



[Sign up now »](#)

Sign in to Local Business Centre with your

**Google Account**

Email:

Password:

Stay signed in

[Can't access your account?](#)

Learn more about the Local Business Centre

Reach new customers on Google Maps and Google.co.uk



Here you can login to your current Google account, or if you don't have one you can sign up here. The sign up is simple, a screenshot of the sign up page can be seen below.

## Google Local Business Centre

### Create an account

Your Google Account gives you access to Local Business Centre and [other Google services](#). If you already have a Google Account, you can [sign in here](#).

#### Required information for Google account

Your current email address:   
e.g. myname@example.com. This will be used to sign-in to your account.

Choose a password:  [Password strength:](#) \_\_\_\_\_  
Minimum of 8 characters in length.

Re-enter password:

Stay signed in

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalised experience on Google that includes more relevant search results and recommendations. [Learn More](#)

Enable Web History.


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#### Get started with Local Business Centre

Location:

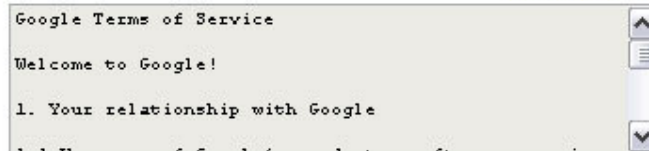
Word Verification: Type the characters you see in the picture below.



  
Letters are not case-sensitive

Terms of Service: Please check the Google Account information you have entered above (feel free to change anything you like), and review the Terms of Service below.

[Printable Version](#)



Once you have an account set up, you will need to go to the main page of Google Local and add your business. The listing creation page is fairly straightforward, all you need to do is enter your valid business into the fields. Don't worry if you don't want to add your email or website address, you do not have to!

**We recommend that you add an accurate description here and use any keywords that you feel are related to your business**

Enter your business information below. Your listing will appear to the right. This is just a first step. After this has been completed, you will be able to upload photos and videos, specify categories, payment options and business hours and much more.

Country:

Company/Organisation:

Street Address:

City/Town:

County:

Postcode:

Main phone:

Email address:

Website:

Description:

Category:

200 characters max, 200 characters left.

Which categories (up to 5) best describe your business?  
Ex: Dentist, Wedding Photographer, Thai Restaurant  
[Add another category](#)

[Fix incorrect marker location](#)

You will then need to select some categories for your business to appear for. **Please bear in mind that at least one of these must be in Google's database.** You can add up to 5 categories.

Category:

200 characters max, 200 characters left.

Which categories (up to 5) best describe your business?  
Ex: Dentist, Wedding Photographer, Thai Restaurant

Category:

[Add another category](#)

Once you have clicked "Next" and gone through to the next page you may be provided with a screen asking if you are already listed. Google may have populated this themselves or you or someone from your business may have added your listing for you. So don't worry if it is already there, it is unlikely that anyone is pretending to be you. The best option here is to claim the listing so that you don't have repeat listings in Google Local.

**Already on Google Maps?**

The listing that you entered closely matches the following listings already on Google Maps. If you are referring to one these listings, please click the 'Claim Listing' button next to it.

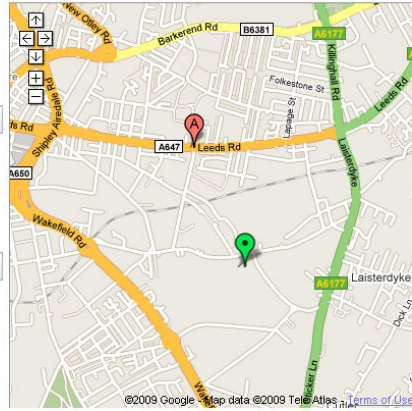
 **Yorkshire Seamless Gutters Ltd**  
300 Leeds Road Bradford Bradford BD9 9 United Kingdom

**Claim Listing**

If none of the above corresponds to the listing that you were trying to add, please click the 'Add Listing' button.

 **Yorkshire Seamless Gutters Ltd**  
Bowling Inwards Bowling Back Lane Bradford West Yorkshire United Kingdom

**Add Listing**



If you are claiming your listing, you will need to click on the "Edit" Listing button to add your additional parameters. If you are adding a listing it will take you straight there.

Please enter some additional details about your business. If people know when you're open or can see some pictures of your business, they're more likely to visit you. All of this information is optional and can be entered at a later time if you're in a hurry to see your business appear on Google Maps.

If you'd like to skip this step, please scroll to the bottom of the page and click the 'Submit' button.

**Hours of operations**

Make sure your customers know when you are open!

- I prefer not to specify operating hours.
- My operating hours are:

Mon:	9:00 AM	-	5:00 PM	<input type="checkbox"/> Closed	<a href="#">Apply to all</a>
Tue:	9:00 AM	-	5:00 PM	<input type="checkbox"/> Closed	
Wed:	9:00 AM	-	5:00 PM	<input type="checkbox"/> Closed	
Thu:	9:00 AM	-	5:00 PM	<input type="checkbox"/> Closed	
Fri:	9:00 AM	-	5:00 PM	<input type="checkbox"/> Closed	
Sat:				<input checked="" type="checkbox"/> Closed	
Sun:				<input checked="" type="checkbox"/> Closed	

Are your hours split during a single day, such as 9-11am and 7-10pm?  
 I would like to enter two sets of hours for a single day.

**Payment options**

Specify how customers can pay at your business.

- |   |                                       |                                       |
|---|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Cash               | <input type="checkbox"/> Diner's Club | <input type="checkbox"/> Delta        |
| <input type="checkbox"/> Cheque             | <input type="checkbox"/> Discover     | <input type="checkbox"/> Electron     |
| <input type="checkbox"/> Connect            | <input type="checkbox"/> MasterCard   | <input type="checkbox"/> Eurocard     |
| <input type="checkbox"/> Traveller's Cheque | <input type="checkbox"/> Visa         | <input type="checkbox"/> Maestro      |
| <input type="checkbox"/> Invoice            | <input type="checkbox"/> Financing    | <input type="checkbox"/> Solo         |
| <input type="checkbox"/> American Express   | <input type="checkbox"/> Switch       | <input type="checkbox"/> Postal Order |
|   |                                       | <input type="checkbox"/> Paypal       |

**Yorkshire Seamless Gutters Ltd**

Bowling Inwards Bowling Back Lane Bradford West Yorkshire BD9 9 United Kingdom

0800 832 1188 [www.yorkshireseamlessgutters.co.uk](http://www.yorkshireseamlessgutters.co.uk)

[Fix incorrect marker location](#)

**Email address:** [info@yorkshireseamlessgutters.co.uk](mailto:info@yorkshireseamlessgutters.co.uk)

**Categories:** Roofing Roofing Service Roofing Repair Guttering

In this section we recommend that you add as many parameters as you can so that Google can display as much information about your business as

possible. **The more information you have the more likely the customer is to convert and purchase from you.**

The next page that will be displayed is the verification method, you will be given 3 options, Telephone, SMS or postcard. We recommend that you choose the telephone option, as this is the quickest method.

**How would you like to validate your listing?**

For your protection, we need to verify the information you have just given us. This can be done in one of 3 ways:

- By phone**  
We will call you at this phone number 0800 002 1348
- By SMS**  
We will send you an SMS at the following:  
Mobile number: +44 0800 002 1348  
Operator:

- By postcard (2-3 weeks)**  
We will send you a postcard in the post to this address

Yorkshire Guttering Business Ltd  
Bowling Ironworks Bowling Back Lane  
ROSDALE  
West Yorkshire  
BD4 8SS  
United Kingdom

If necessary, you may specify another recipient or enter a mailstop/postbox number below. *This information will not appear on Google Maps.*

Contact name:

**Yorkshire Guttering Ltd**

Bowling Ironworks Bowling Back Lane  
Rosedale  
West Yorkshire  
BD4 8SS  
United Kingdom

0800 002 1348  
[www.yorkshireguttering.co.uk](http://www.yorkshireguttering.co.uk)

**Email address:** [info@yga.co.uk](mailto:info@yga.co.uk)

**Categories:** Roofing Roofing Service Roofing Repair Guttering

By clicking 'Finish', you are authorising Google to create or update your business listing for use in Google Maps or other Google services. You are also affirming that you have the right to create this listing and that you have read and agree to Google's [terms of service](#). There is currently no charge for creating or displaying listings. If this is a new listing or has a new address, you must verify the address via normal post or telephone before the listing is activated. See next page for instructions.

**Finish**

You will be called by an automated system that will give you a pin to verify your business, this needs to be added on the main page of your Google account as seen below.

- + [Add new listing](#)
- + [Upload a data file](#) (if you have more than 10 listings)

Business	Status	Statistics (last 30 days)	Actions
<b>Yorkshire Guttering Ltd</b> Bowling Ironworks Bowling Back Lane Rosedale West Yorkshire BD4 8SS United Kingdom	<b>Awaiting verification</b> Not currently showing. Confirmation letter sent 11-Dec-2009. • <b>Enter PIN:</b> 45678 <input type="text"/> <input type="button" value="Go"/> • <a href="#">Request verification</a>	--	<a href="#">Edit</a> <a href="#">Delete</a>

Your business has now been added to Google Maps, you can edit your listing at anytime, this may require you to verify you are the owner again using one of the methods above.

**This is just the start to getting your business found on Google and the rest of the search engines. We also offer many other services that can increase your websites presence on the web, if you wish to find out about our SEO Products, go to [www.infoservemarketing.com](http://www.infoservemarketing.com)**