



PACKAGE MAILING PROGRAM



MEMBER CONTACT INFORMATION

Company Name: _____

Contact Person: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Month of Mailing: _____ Deadline: _____

TERMS OF AGREEMENT

1. Chamber Membership Dues must be current.
2. Insert must be no larger than ONE - 8 1/2 x 11 sheet of paper (standard 20 lb. weight, can be two-sided).
3. **If insert does not conform to the requirements stated in #2, the participant will be charged and additional fee of \$100.00.**
4. The Chamber reserves the right to reject any flyer for the Packaged Mailing.
5. Members may advertise/promote products and services only from the business that is listed in The Chamber's database. Promoting another business under the same ownership is not permitted.
6. Only a signed contract will reserve your spot in the mailing.
7. Member must provide 2,000 unfolded copies of their promotional piece. If this is not possible, the copies must fit into a #10 envelope.
8. The copies must be delivered to Modern Mailing & Printing Services, 150 Forrest Avenue in Springfield (East Clearlake Ave. across from Save-A-Lot) by the mailing deadline. Failure to have the materials to Modern Mailing by the close of business on this date, forfeits participation in the Packaged Mailing.
9. Cancellations will be accepted up to one week in advance. If a cancellation is made within one week of the deadline, a \$50 fee will be charged.

I agree to these terms. _____
(Signature) (Date)

COST

Folding, postage, and mailing to 2000+ Chamber member contacts: \$225.00

Payment Type (check one):

Please send invoice Check - No.: _____

Note: Credit Card information can be taken by phone only.

Fax or mail contract to:

The Chamber, Attn: Bri Coons
1011 S. Second St., Springfield, IL 62704
Phone - 525-1173 ♦ Fax - 525-8768 ♦ bcoons@gsc.org

2017 Package Mailing Schedule

Month	Mailing Deadline (Received at Modern Mailing)	Received By (Chamber members)
January	Jan 10	Jan 17
February	Feb 14	Feb 21
March	Mar 14	Mar 21
April	Apr 11	Apr 18
May	May 9	May 16
June	Jun 13	Jun 20
July	Jul 11	Jul 18
August	Aug 8	Aug 15
September	Sep 12	Sep 19
October	Oct 10	Oct 17
November	Nov 14	Nov 21
December	Dec 5	Dec 12