



# Direct Mailing Program

The Chamber's Direct Mailing Program is a cost-effective way to reach fellow Chamber members with a direct mail piece. Each month, The Chamber organizes a mailing of flyers to members announcing upcoming Chamber events and programs. Members have the opportunity to insert a flyer into the mailing that reaches approximately 2,000 business leaders for a fraction of the cost of an independent mailing. The Direct Mailing Program is an effective way to advertise everything from a grand opening to the launch of a new service or product in a highly visible and timely manner.

## MEMBER INFORMATION

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### TERMS OF AGREEMENT

1. Chamber membership investment must be current.
2. Insert must be no larger than ONE—8 ½ 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 an additional fee of \$100.00.
4. A proof of the flyer must be emailed to a Chamber employee one (1) week prior to the mailing deadline date for review. The Chamber reserves the right to reject any flyer for the Direct 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, 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 Direct Chamber 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

Prices below include folding, inserting, postage and mailing													
Times per year	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Cost
1x - \$300													\$300
3x - \$275													\$825
6x - \$250													\$1,500
12x - \$225													\$2,700

Please return form to: The Chamber, Attn: Teri Hill ♦ 501 E. Capitol Ave., Suite A, Springfield, IL 62701  
 Phone - (217) 525-1173 ext. 208 ♦ Fax - (217) 525-8768 ♦ thill@gsc.org

## 2020 Direct Mailing Schedule

<b>Month</b>	<b>Proof Deadline</b> (Received by Chamber Staff)	<b>Mailing Deadline</b> (Received at Modern Mailing)	<b>Received By</b> (Chamber members)
January	Jan 3	Jan 10	Jan 17
February	Feb 4	Feb 11	Feb 18
March	Mar 3	Mar 10	Mar 17
April	Apr 7	Apr 14	Apr 21
May	May 5	May 12	May 19
June	Jun 2	Jun 9	Jun 16
July	Jul 7	Jul 14	Jul 21
August	Aug 4	Aug 11	Aug 18
September	Sep 1	Sep 8	Sep 15
October	Oct 6	Oct 13	Oct 20
November	Nov 3	Nov 10	Nov 17
December	Nov 24	Dec 1	Dec 8