



# 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 ONE—8 ½ x 11 sheet of paper (standard 20 lb. weight, can be two-sided).
3. 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.
4. 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.
5. Only a signed contract will reserve your spot in the mailing.
6. Member must provide 2,000 unfolded copies of their promotional piece. If this is not possible, copies must fit into a #10 envelope.
7. 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.
8. 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.

# of insertions	Cost per insertion	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	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

# 2024 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	1/5/2024	1/12/2024	1/19/2024
February	2/2/2024	2/9/2024	2/16/2024
March	3/1/2024	3/8/2024	3/15/2024
April	4/5/2024	4/12/2024	4/19/2024
May	5/3/2024	5/10/2024	5/17/2024
June	6/7/2024	6/14/2024	6/21/2024
July	7/5/2024	7/12/2024	7/19/2024
August	8/2/2024	8/9/2024	8/16/2024
September	9/6/2024	9/13/2024	9/20/2024
October	10/4/2024	10/11/2024	10/18/2024
November	11/1/2024	11/8/2024	11/15/2024
December	12/6/2024	12/13/2024	12/20/2024