



Invoice

Fax To :Sarah Cressy
or Karen Henderson:
(978) 562-4118

Make Checks Payable:

ChamberMail
1202 Kirkbride Drive
Danvers, MA 01923

Invoice Number:

CMS-MA-Assabet-01

Billing Information: (please print and fill out completely)

Company: _____
Full Name: _____
Address: _____

City: _____
State: _____ Zip: _____
Phone: _____
Mobile: _____
Fax: _____
Email: _____
Website: _____

Payment Information:

(Ads must be paid for in-full on or before artwork deadline of this contract.)

Credit Card Check Attached Invoice

Check Number: _____

Card Type: VISA MC AMEX DISC

Name on Card: _____

Cardholder Billing Zip Code: _____

Card#: _____

Exp. Date: _____ CCV: _____

Cardholder's Signature

Limited Order Information: (please circle ad selection)

	SINGLE	DOUBLE	TRIPLE	QUAD
DISPLAY AD	\$449	\$829	\$1199	\$1,449
	2"X1.75"	Horizontal 4.25"X1.75" Vertical 2"X3.6875"	Horizontal 6.5"X1.75" Vertical 2"X5.625"	4.25"X3.6875"

Premium Line Ad \$249

Bordered Ad
Highlighted Background
Bold Company Name
4 lines of copy
30 characters per line

Standard Line Ad \$199

Bold Company Name
4 Lines of copy
30 characters per line

ChamberMail must receive a camera-ready ad as detailed in the "Ad Artwork" section below within 7 business days of your order. If you are unable to do so, you may hire ChamberMail to design an ad for as little as \$100.

Custom Design for \$100: Yes No

Total: _____

Ad Artwork:

EMAIL AD TO: artwork@chambermail.us

ARTWORK DEADLINE:

ACCEPTED DIGITAL FORMATS

.PDF Quark Illustrator InDesign

FILE RESOLUTION AND COLOR

Files must be submitted with a resolution 300 dpi. Files that are not submitted as 300 dpi will be charged for redesign. Please be aware that graphics pulled from the internet are not 300 dpi. All ads will be printed in CMYK. Ads that are submitted in RGB or spot color will be converted to CMYK. There is no exact conversion for RGB or spot colors to CMYK. Please be aware of potential color space issues if submitting files in RGB or spot colors.

ChamberMail Program Terms of Service

Chamber Member Services LLC (CMS) ChamberMail will mail a complete local Chamber of Commerce branded mailer to new residents Monthly to 2000 households or for a period of 1 year, whichever comes first. Your purchase of non-exclusive advertising space in your Chamber's ChamberMail program includes: 1) Basic ad layout from your business card with 1 revision after the initial layout. 2) Additional layout revisions thereafter will include a design charge of \$50 per revision. 3) Design of the complete mailer. 4) Printing of the mailer. 5) Monthly data processing and production. 6) Monthly mailing via first class US mail. Purchased complete design service includes 1 revision. Additional layout revisions thereafter incur design charge of \$50 per revision.



Chamber advertisers must supply hard-copy or electronic materials to produce your ad within one week of your purchase, and all camera-ready artwork by the date on this contract. Chamber advertisers must complete revisions within 2 business days of presentation of proposed layout. Delays in submission or approval of your materials or ad may result in the mailer being completed without your ad. Refunds will not be issued in case of Member delays. CMS reserves the right to use any member ads submitted for use in any ChamberMail program to promote the ChamberMail Program. The Chamber Member Services ChamberMail program is open exclusively to Chamber of Commerce members. Mailers are not industry exclusive, multiple chamber members in the same industry may advertise in the mailer. A \$100 fee will be charged for all returned checks. **Please make all checks payable to ChamberMail and mail to 1202 Kirkbride Drive, Danvers, MA 01923.**

IMPORTANT: ChamberMail will not go to press until all outstanding balances are paid in full.

Chamber Member Signature

Date