



## CHAMBER MAIL PROGRAM

**CHAMBER MISSION:** To enhance the business climate in Shelby County by serving, supporting, and promoting our members and community.

Any Chamber member business in good standing may submit 575 copies of a flyer to be mailed to the entire Chamber membership for a fee of \$50.00 per mailing. These mailings are scheduled to occur on a **quarterly** basis on the first day of each month (January 1, April 1, July 1, and October 1).

1. Chamber member organizations are asked to submit a proof of their intended Chamber Mail flyer to the Chamber office at least 30 days in advance of their mail date.
2. The Chamber President or Director of Member Services will review and approve the content of their flyer within two business days of its receipt.
3. Chamber member organization will then provide 575 copies of the approved Chamber Mail flyer to the Chamber office no later than the 15<sup>th</sup> of the month prior to the scheduled mail date (i.e., for January's mailing, inserts would need to be at the Chamber office no later than the 15<sup>th</sup> of December).

### REQUIREMENTS OF FLYER:

1. 575 copies
2. 8 ½ x 11 **single-folded or tri-folded to fit into a 6 x 9 envelope** (flyer information should be facing outward after folded)
3. 20# paper weight or less
4. Type written
5. Content of flyer shall be pre-approved by Chamber President or Director of Member Services and may not in any way refer to or damage the business reputation of a fellow Chamber member.

### WHAT DOES THE CHAMBER PROVIDE?

1. Specialty mailing envelopes
2. Processing and inserting services
3. All postage costs

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