

WIND LAKE CHAMBER OF COMMERCE

DIRECT(BULK) MAILING GUIDELINES

Revised - September 10, 2008

Guidelines and Rules for Participation in the Chamber Direct Mailings.

- Direct mailings take place 4-6 times a year
- The mailings are compiled and stuffed at the Wind Lake Fire Station
- Participants need to provide mailer (8 ½"x 3.6 , 1/3 Sheet of 8 ½" x 11" standard paper)
- Items must be printed on standard copy paper, card stock is not permitted.
- You are responsible for the Pick-up and Delivery of your mailer to the Fire Station.
- You are responsible for Pick-up of any Extra Mailers, You should not rely on other members to simply take your items, Make arrangements in advance.
- There is a \$20 fee for each mailing to help cover the costs.
- There is an additional \$65 fee if you have 8.5x3.6 mailings but unable to attend or do not stay on the night the mailings are compiled.
- A Minimum of 3 hours participation time is required. You will also be charged the \$65.00 fee if you do not participate for the 3 hour minimum.
- The Chamber pays for the postage
- ALL Payments are due at time/day of bulk mail
- All payments must be made at the bulk mailing BEFORE we begin stuffing. If your monies are not paid, your pieces will not be in the mailing
- The Mailing process begins at 4:00 pm It is critical that your information and you are there at that time start time. After 4:15p.m., you will be charged the additional \$65.00 Fee.
- Pizza and beverages provided by Chamber
- Childcare provided by chamber – You must call in advance if you need this.
- No Children under the Age of 12 are permitted in the Room that the Mailing is being compiled.

These Rules are subject to Change by the Board of Directors of the Wind Lake Chamber of Commerce
Change

Any questions regarding direct mailings please direct them to Sandy Caby from Best Friends Grooming.
262-895-2528 or email her at cabyscott@aol.com

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