

## ChambeReport Inserts Policy and Reservation Form



*ChambeReport Inserts are an inexpensive and popular way for businesses to market their goods and services to fellow Chamber Members and their staffs. For one low price, you can reach 3,000 destinations, with multiple readers at each location, without worrying about postage costs or direct mailing requirements. Please note these guidelines:*

- A maximum of 5 inserts are allowed in each ChamberReport mailing, all on a first come, first served basis.
- **3,000 of your insert must be provided - -**
  - Inserts must not be larger than 8 1/2"x 11"
  - All inserts should be flat. Bi-folds and tri-folds may be not be used
  - Inserts cannot have a bulk mail stamp, or any standard mail stamp with a permit number
  - Inserts must be *delivered* to the Press & Sun-Bulletin no later than ONE week before the mailing date
  - One insert equals one piece of paper (may be printed on front and back)
  - Inserts of more than one page may be accepted with prior approval and additional charge, based on weight
- No political inserts are accepted.
  - Your company name will not be added to the ChambeReport Insert list until this **form and payment** are submitted.



*The Chamber reserves the right to refuse an insert if it is not within these guidelines or if the content is deemed inappropriate.*

\$300/Business Chamber Member (*this advertising opportunity is NOT available to non-members*)

### **Payment and form must be returned to:**

Press & Sun-Bulletin, Attn: Advertising - Chamber Report  
PO Box 1270, Binghamton, NY 13902-1270  
Phone: (607) 798-1121 Fax: (607) 798-1237

Company \_\_\_\_\_

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

Phone Number \_\_\_\_\_

Amount Enclosed \_\_\_\_\_

Description of Insert \_\_\_\_\_

\_\_\_\_\_

ChambeReport Insert Date \_\_\_\_\_

### **Payment Information**

A check for \$\_\_\_\_\_ is enclosed payable to Press & Sun-Bulletin.

Please bill my credit card.

Visa MC Amex

Name \_\_\_\_\_

(Print name exactly as it appears on card)

Card # \_\_\_\_\_

Exp. Date \_\_\_\_\_

Signature: \_\_\_\_\_

*If you have any questions, please call 798-1285.*



## ChambeReport Mailing Dates

**Payment and form must be returned to:**  
Press & Sun-Bulletin, Attn: Mitch Gorton  
PO Box 1270, Binghamton, NY 13902-1270  
Phone: (607) 798-1138 Fax: (607) 798-1237

### **2009 ChambeReport Mailing Dates**

**Inserts and payment must be received no later than ONE week before each mailing date.**

<b>2009 ChambeReport Mailing Dates</b>
Thursday, January 22, 2009
Thursday, February 26, 2009
Thursday, March 26, 2009
Thursday, April 23, 2009
Thursday, May 28, 2009
Thursday, June 25, 2009
Thursday, July 30, 2009
Thursday, August 27, 2009
Thursday, September 24, 2009
Thursday, October 29, 2009
Thursday, November 26, 2009
Thursday, December 31, 2009



*Please see reverse side for reservation form and policy.  
(over)*