

VALLEJO BUSINESS E-Insider

Advertising Agreement

Rates per month

- \$75 for businesses \$50 for non-profit organizations

Distribution

- ❖ E-Insider Inserts are emailed out twice a month on the 2nd and 4th Tuesday of each month.
- ❖ There are only 16 insertion spots available per month.
- ❖ E-Inside Inserts are also posted on www.vallejochamber.com for the month.

Specs:

- ❖ All E-Insider Inserts must be in an **8 ½ x 11 format** and in a **PDF file**. The PDF file must be saved for **Smallest File Size**. PDF can be in color or black and white.
- ❖ All E-Insider Inserts **must include** the business name, address, phone number and contact person for more information.
- ❖ We request that, when possible, you include the following line at the bottom of your E-Insider Insert: *Please Circulate This Announcement to your Associates*
- ❖ Political issues or Candidate information is not allowed.
- ❖ Please ensure that your E-Insider Insert is attractive and of high-quality.
- ❖ The Chamber reserves the right to approve all E-Insider Inserts.

Deadline:

Final approved artwork is due the Friday before the first E-Insider of the month. All E-Insider Inserts **must be emailed** to Jenny Klimisch at jenny@vallejochamber.com for approval.

Contact and Agreement

Company _____ Contact _____

Address _____ City _____

State _____ Zip _____

Phone _____ - _____ - _____ Date ____ / ____ / ____

Advertising Cost \$ _____

Payments

Net 30 from billing date

Ad Start Date _____ Ad End Date _____

Billing Options: Monthly Quarterly Annually

Authorized Signature _____

Vallejo Chamber of Commerce

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