



E-Flyer Insert Booking Form

Distribution of the Chamber’s Monthly E-Flyer is scheduled on the second Thursday of each month. Inserts are available on a first come first serve basis and must be booked in advance. Flyer inserts are only available to members of the Sault Ste. Marie Chamber of Commerce.

Please complete and sign this form and fax back to Sault Ste. Marie Chamber of Commerce at 705-759-8166.

I agree to purchase **ONE** flyer insert(s) at a cost of **\$195.00 + HST** per flyer for the month(s) of:

and agree to provide **my promo material in PDF format** to the Chamber by 4:00 on **the Thursday, two weeks prior to distribution**. Art work should be sent to bob@ssmcc.com.

2017 Distribution and Deadlines (*all dates tentative and subject to change*):

Submission Deadline	Distribution
Thursday, May 25, 2017	Thursday, June 8, 2017
Thursday, June 29, 2017	Thursday, July 13, 2017
Thursday, July 27, 2017	Thursday, August 10, 2017
Thursday, August 31, 2017	Thursday, September 14, 2017
Thursday, September 28, 2017	Thursday, October 12, 2017
Thursday, October 26, 2017	Thursday, November 9, 2017
Thursday, November 30, 2017	Thursday, December 14, 2017

I understand my promo material cannot exceed two 8 ½” x 11” sheets, again in PDF format. These promotional pieces will be sent to the Chamber’s distribution list of 900+ emails. We encourage advertisers to make their promo material as interactive as possible, linking back to their website, online stores etc.

Cancellation Policy: In the event of cancellation of this agreement, advertiser is to provide 10 days notice prior to the date of the reserved mailing date otherwise agrees to pay \$195.00 + HST, or the full cost of the insert.

FAX TO 705-759-8166

COMPANY NAME: _____ **CONTACT NAME:** _____

PHONE NUMBER: _____ **E-MAIL:** _____

SIGNATURE: _____ **DATE:** _____

CHAMBER REPRESENTATIVE: _____ **DATE:** _____

PAYMENT OPTIONS: Invoice Cheque Credit Card Payment

Card Number: _____ **Expiry Date:** _____

Card Holder Name: _____ **Card Holder Signature:** _____

Please make cheque payable to Sault Ste. Marie Chamber of Commerce and mail to 369 Queen Street E., Suite 1, Sault Ste. Marie, Ontario, P6A 1Z4