



MEMBERSHIP MAILING LABELS FOR SALE

The following are the guidelines under which the Greater Williamsburg Chamber & Tourism Alliance will release mailing labels of the membership:

- Mailing labels will be made available to members, nonmembers, and nonprofit organizations on self-adhesive computer labels (Avery 5161).
- Labels can be used only in mailing materials which are of interest or benefit to our members.
- **A COPY OF THE MATERIALS TO BE MAILED MUST BE SUBMITTED FOR APPROVAL AT THE TIME OF REQUEST** and will be kept on file.
- Allow up to five (5) working days for labels to be generated.
- There is a \$35.00 setup fee for each set of labels released. The cost per label for members is \$.08; Non-members \$.25; and qualified non-profit organizations \$.04.
- Label requests must be prepaid. Labels should be picked up at The Chamber office. Payment may be made at time of pickup. Make checks payable to the GWC&TA.
- The purchaser is entitled to a one-time use only. The list may not be reproduced in any form.
- The Greater Williamsburg Chamber & Tourism Alliance reserves the right to alter or cancel this policy without notice and may also reject any label request for any reason without limitation.

Contact Person _____ Phone Number _____

Company _____

Address _____

Email _____

Event/Purpose _____

(A copy of mailing piece must accompany this form.)

Requested delivery date _____

Label Selection: _____ Principals only (approximately 1,000)
 _____ All individuals (approximately 1,800)

Sort Order: _____ Zip Code (Alphabetical within zip codes, for bulk rate mail)
 _____ Alphabetical by firm name
 _____ Alphabetical by Representative Contact Name

Signature _____ (Print Name) _____ Date _____

Complete form and FAX to (757) 229-2047 Or Email to lgood@williamsburgcc.com
or mail completed form to: Lynda Good, Executive Assistant; PO Box 3495; Williamsburg, VA 23187