

APPLICATION FOR SERVICES

Company:

Contact name and e-mail:

Address/City/State:

Website:

Phone:

Type of work needed:

- Typing/data entry
- Reminder phone calls (no sales calls)
- Flyer/ad design and ad placement (could be used for non-resident packets)
- Folding/stuffing/mail merge/mailing projects/mailing campaigns (company to provide stamps)
- General research
- Social media (setup, updates, research, newsletters, etc.)
- Designing forms
- Mass e-mails
- Putting together packets
- Writing/send press releases
- Google calendar scheduling and management
- Registering business for Chamber events
- Submitting items to job ops, e-news, m2m discounts, calendar items, etc.

Description of work needed:

Date needed (please allow ample time for completion of project):

NOTE: *Our staff has signed a non-compete clause that does not allow them to do side work for a Chamber member. Please refrain from asking them to do some "work on the side". If you have any questions regarding this policy, please contact Dawn (and not the employee). ___ initials*

What we are unable to provide:

- *Social media training (we have Chamber members that provide that service)*
- *Sales calls*
- *Microsoft Office training (we have Chamber members that provide that service)*
- *QB training (we have Chamber members that provide that service)*
- *Run errands*
- *Videography (i.e. commercials, training videos, etc.) (we have Chamber members that provide that service)*
- *Our employee to work at your location (all work done at the Chamber office)*
- *Bulk mailing/EDDM (we can stuff, seal and put in order but are not able to do the actual bulk mail)*
- *Service to non-Chamber members*

Prepayment is required to utilize this service. We recommend ACH payments (form attached). If you wish to pay another way, you can pay via PayPal, mail a check or bring cash by the office. Minimum payment is for one package. Sorry, no refunds.

Chamber Member

Date

Executive Director

Date

Notes:

Work must be approved prior to assigning to Chamber staff. Also, all employees have signed a confidentiality agreement.

FOR OFFICE USE ONLY:

Estimated time:

Completion date/time:

CHAMBER SERVICE PACKAGES

Package #1:

*3 hours/month Chamber services
\$75/month*

Package #2:

*5 hours/month Chamber services
\$125/month*

Package #3:

*10 hours/month Chamber services
\$250/month*

Package #4:

*15 hours/month Chamber services
\$375/month*

Package #5:

*20 hours/month Chamber services
\$500/month*

Minimum three hours of service.

Pre-payment required.

Payment made via ACH on the start date of the contract