

# Member Database Direct Mail Program

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The membership information available is comprised of names and addresses of current members. This marketing technique can help you reach over 650 businesses in the Truckee area.

- ➔ Members will be charged an **annual fee** of \$25 to utilize these lists. This charge must be paid before the first use of the list.
  
- ➔ Lists can be filtered and sorted for specific date ranges, zip codes, etc. Check with the Chamber to ensure your request can be met.
  
- ➔ Lists are not generated automatically. An order must be called into the Chamber before lists are generated. Lists will be available within three working days after the order is placed, if not sooner. When your order is placed, you will be advised when it will be ready.
  
- ➔ Mailing list fees are non-refundable.
  
- ➔ You can request these lists as many times as you want in any combination of the following formats as long as you have paid your annual fee:
  - **PLAIN PAPER** -- there is no per-name or per-page charge to receive the mailing list on plain paper.
  - **MAILING LABELS** -- you will receive each name on a self-adhesive label. There is a charge of \$1.00 per page of labels (30 names per page).
  - **ELECTRONIC LIST** -- you can have your list e-mailed in various Excel format for an additional \$25.00.



