



CAROL STREAM

Chamber of Commerce

Carol Stream Chamber of Commerce Database Use Guidelines

Thank you for your interest in advertising your business through the Carol Stream Chamber. We have come up with some guidelines, which are listed below:

- You may want to identify yourself as a *fellow* member of the Carol Stream Chamber when you contact businesses.
- This list is sold to you as a member of the Carol Stream Chamber – please do not share it with other members or non-members.
- You can mail-merge information into postcards, labels or letters and envelopes.
- The mailing list is to be used to advertise *only your business in the chamber*, not a non-member business or a philanthropic group with which you are affiliated.
- Keep in mind that the database is ever-changing. Employee contacts and addresses do change from time to time.
- Some experts suggest it may be better to mail multiple times to the same company or person. If you have a budget to mail 1500 pieces, you may be more effective mailing to 500 companies three times, rather than 1500 companies one time.

Thank you for your support and involvement in the Carol Stream Chamber!