

GREATER PARKERSBURG CONVENTION & VISITORS BUREAU

Newsletter Insert Order Form

The bureau publishes a newsletter four times a year that is mailed during the first week of each quarter (January, April, July and October). These newsletters are sent to approximately 500 Mid-Ohio Valley business and community leaders. The bureau offers businesses and organizations the opportunity to promote themselves, a special activity, etc. by supplying 500 copies of their flyer measuring no larger than 8½ x 11 inches that will be inserted in the newsletter.

To sign up for an insert in the CVB's quarterly newsletter, please complete the order form and return it to the bureau office. Those signing up for this subscription service will be notified of any additional information or materials as well as deadlines for their submission.

If the newsletter in which you want your insert placed is not available, the CVB office will contact you. If you have questions, contact the bureau office at 304-428-1130.

Name of business/organization: _____

Contact person: _____ Telephone: _____

Contact person e-mail address: _____

Please check the newsletter(s) you are ordering:	Partner	Non-Partner
() January – March (2 available) <i>(Mailed the second week of January, insert due the first week of January)</i>	\$ 60	\$100
() April – June (2 available) <i>(Mailed the first week of April, insert due the last week of March)</i>	\$ 60	\$100
() July - September (2 available) <i>(Mailed the first week of July, insert due the last week of June)</i>	\$ 60	\$100
() October – December (2 available) <i>(Mailed the first week of October, insert due last week of September)</i>	\$ 60	\$100

Cost Newsletter insert fee \$ _____
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