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Keep in Touch E-Flyer Order Form

Upon receipt of this completed form and your logo, we will contact you with instructions on how to access our **password-protected, copyrighted library of E-Flyers** and help you select your first few E-Flyers. We will also review options for hyperlinking words/products mentioned in the copy to your web site (free) and custom images (additional expense). This is also the ideal time to review the format of your e-mail contact list or the “do it yourself” distribution process.

If you have any questions while you are completing this form, please **call Cathy Cain-Blank at 866-467-9991** or **e-mail cathyc@ccmarketing-communications.com**. We look forward to working with you. Thank you!

PRICING

The fees for Keep in Touch E-Flyers are below. For details on what’s included, please refer to the [Keep in Touch E-Flyer Pricing Page](#) on our web site.

One-Time Set Up Fee

Full Service - \$100

Do-It-Yourself Distribution - \$75

E-Flyer Fee

Full Service - \$149 each

* Order 2 or more at the same time - \$139 each

Do-It-Yourself Distribution - \$109 each

NOTE: If we are handling distribution of your e-mails, these fees **do not** include your Constant Contact Monthly E-Mail Account fee. Constant Contact fees are based on the total number of e-mail addresses in your account. Fees start at \$15/month for up to 500 e-mail addresses. For additional Constant Contact pricing please ask us or refer to the [Keep in Touch E-Flyer Pricing Page](#) on our web site.

STEP 1: PROVIDE THE COMPANY/CONTACT INFORMATION TO FEATURE IN YOUR E-FLYERS

Name _____

Company Name _____

E-mail Address _____

Web site Address _____

Telephone Number (local and/or toll-free) _____

Logo (e-mail your logo to eflyers@ccmarketing-communications.com)

form continued on next page

STEP 2: PROVIDE DISTRIBUTION PLANS

Full Service

We will set up a Constant Contact E-Mail Account to distribute your E-Flyers. We will e-mail you a sample Excel file to follow as a guide for setting up your list of e-mail contacts.

Requested date to release first E-Flyer _____

Requested time to release first E-Flyer _____

Please send our E-Flyers using the following contact information:

“From” E-mail Address (e.g., bob@smithpromotions.com) _____

“Reply” E-mail Address (e.g., bob@smithpromotions.com) _____

Do-It-Yourself Distribution

Please indicate how you plan to distribute your E-Flyers:

- Using our own server/software – please send us the HTML files
- Using our existing Constant Contact account – please send the HTML files along with step-by-step instructions on how to set up a Custom Campaign

Please send the completed files to us by (date) _____

STEP 3: PROVIDE CREDIT CARD INFORMATION

- MasterCard
- Visa
- American Express
- Discover

Card Number _____ Expiration Date _____

3 or 4 digit verification code _____

Cardholder Name _____

Cardholder Signature _____

Cardholder Address (street, city, state, zip) _____

You will always receive an invoice for each E-Flyer we produce. We will e-mail invoices to you unless you request otherwise. We will process your credit card upon approval of the E-Flyers, prior to release.

STEP 4: PROVIDE CONTACT INFORMATION FOR QUESTIONS ABOUT THIS ORDER

Name _____

Company _____

E-mail Address _____

Telephone _____

Ready to Get Started?
Fax this order form to CC Marketing: 847-282-1593
Please e-mail your logo and list of e-mail addresses to eflyers@ccmarketing-communications.com

Questions: Want additional customization? Other types of e-communications?

**Contact Cathy Cain-Blank at CC Marketing and Communications
866-467-9991 • e-mail: cathyc@ccmarketing-communications.com**

NOTE: The cost of the E-Flyers is based upon the standard customization shown in the E-Flyer Sample Page on our web site. Additional customization is available; let us know your needs and we'll provide you with a quote for the additional expense.