

TOWN CRIER POLICIES & PROCEDURES

- 1. You must be a member of The Westport Area Business Association to advertise in the Town Crier. Membership of \$20.00 per year is due annually.**
- 2. The Crier is distributed bimonthly. These issues are February/March; April/May; June/July; August/September; October/November and December/January. Any changes or correction to your ad (or) directory listing needs to be made to the editor by the 10th before publication.**
- 3. Invoices are due upon receipt. If you owe a past bill of 90 days or more, your ad will be pulled from the Crier until your balance is paid.**
- 4. When an ad is accepted for publishing, it will run in each issue (until or unless) you call the editor to make changes or cancel; you will not receive a call to confirm each issue.**
- 5. Advertisers must have a Business or maintain a residence within a twenty-five mile radius from Westport.**
- 6. Your first ad requires membership and the cost of the ad paid up front.**
- 7. A membership entitles an individual or household to advertise more than one business or businesses.**

Name & Address of Business:

(DATE)

(Signature of a person responsible for Payment)