

**Westport Business Association**  
**PO Box 535**  
**Westport IN 47283**  
**E Mail:WestportINBusAssn@outlook.com**



**TOWN CRIER POLICIES & PROCEDURES**

- 1. You must be a member of The Westport Area Business Association to be able to advertise in the Town Crier. Membership of \$20.00 per year is due annually by March 31.**
- 2. The Crier is distributed bimonthly on the 1<sup>st</sup> week of publication month. These issues are October, December, February, April, June and August. Any changes or correction to your ad (or) directory listing needs to be made to the editor twenty (20) days before the 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.**

Print Name & Address of Business:

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\_\_\_\_\_  
(Date)

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(Signature of a person responsible for payment)

\_\_\_\_\_  
(Signature of Association member)

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(Date)