**Guidelines for Stay Connected EDM:**

Thanks for your interest in purchasing a Stay Connected email, which offers Business East Tamaki members the opportunity to promote their product/service to our member database.

The cost per email is **$300 plus GST**. (10% discount if you book 3 or more at once).

The email goes to approximately 1500 business owners/decision-makers in East Tamaki.

Upon confirmation of your intention to proceed, we will invoice you and payment will secure your spot. Your material (as listed below) needs to be supplied at least a week prior to the scheduled send date.

**Stay Connected – Cancellation Policy**

*Policy Acknowledgment:* by making a booking with Business East Tamaki, you acknowledge and agree to the terms and conditions of our Cancellation Policy below.

*Cancellation Fees:* If you decide to cancel your booking within the two-week period preceding the booking date, you will be subject to full payment with no refund.

*Notification of Cancellation:* To cancel a booking and avoid the full payment with no refund, you must provide written/email notice of cancellation to Business East Tamaki at least two weeks prior to the scheduled booking date.

*Rescheduling:* If you need to change your booking date instead of cancelling, please contact us at least two weeks prior to the scheduled booking date. We will make every effort to accommodate your request, subject to availability and any applicable fees. If you notify us of rescheduling within the two-week period preceding the booking date, you will be subject to full payment with no refund. **Copy required:**

*\*We use our own template for this EDM, and incorporate your material into the template; however, if you have an existing ad that you wish to use then you are welcome to supply this to us as an image along with the URL link you would like it to be directed to.*

Company name:

Address:

Contact person:

Phone/Mobile:

Email:

Website URL:  
Hex/Colour code to use for text, buttons and links :

Email subject heading:

Email heading (title):

Email body text (150-200 words maximum):

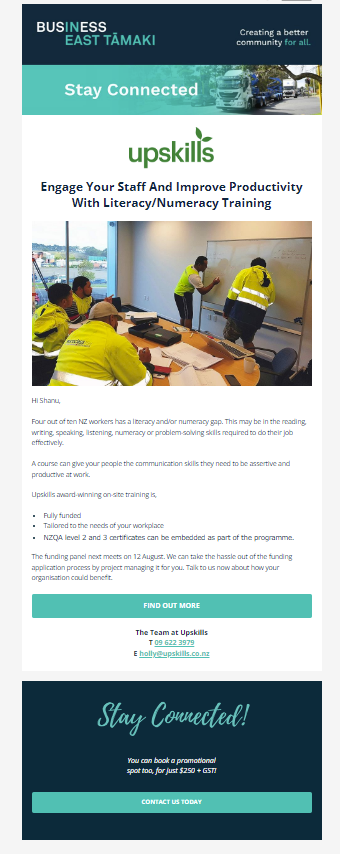
**Images:**

Logo plus 1 or 2 images, *jpeg or png format*

**Contact:** Shanu Gounder, Marketing, Communications & Events Manager, Ph 273 6274

email: [comms@businessET.org.nz](mailto:comms@businessET.org.nz)

**Example EDMs below:**

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