



**THE
HASSLE-FREE
NEWSLETTER**

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*Place your order online!
Call us for your user name and password.*

GUIDELINES

- Each month, before the 5th, you will receive relevant articles from which to choose, or you may submit your own. Your newsletter information can be submitted any time during the month; however, material needs to be submitted by the 15th for guaranteed delivery by the first day of the month—the earlier the better.
- Handwritten or typed material of your own choosing can be faxed, mailed, or submitted at our website. You may also e-mail your information to hfn@lewisletterworks.com. We will insert any ads, photos, logos, coupons or original art you desire, but the artwork should be e-mailed or mailed to us, not faxed.
- We will be happy to use your logo in your masthead design on page 1 (front cover) or create one for you with your first order, free of charge!
- You may utilize pages 1 and 4 to notify your residents of apartment events and local activities. You may also add a calendar and additional articles as needed.
- Lewis Letterworks is responsible for the content of material for pages 2 and 3.
- 30 day terms apply from the invoice date.
- **The community commits to a monthly or bi-monthly publication. No long-term contracts required—just good communication! You must give a 30-day (1 issue) notice to cancel the service because the four-color newsletter shells are printed in advance.**

Community _____ Date _____

Property Representative _____

Property Management Company _____

Publication Price _____ Quantity _____ Monthly Bimonthly

Phone _____ Fax _____

Address _____

City _____ State _____ Zip _____

I have read and understand the above guidelines _____ (signed)
(This is not a contract.)