



My Versatile Secretary

Your Local and Virtual Office Support

# Flyer Service Form

Contact Person: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Event Date: \_\_\_\_\_

*please use 1 form per unique set of flyers*

Event Name: \_\_\_\_\_

*Submitting this form acknowledges you have read and understand the policies.*

- Client prints and provides event, workshop, business promotion flyers/posters
- Sizes accepted: postcards 4x6, 8.5x11 up to 11x17; Each item is hand posted individually
- Displaying double-sided items = double fee
- We now deliver stacks of postcards/mini flyers. Please contact us for more info
- Pricing is per unique single-sided flyer (unique = identical in every way, i.e. event, size, etc.)
- Service begins on Fridays and takes up to 2 weeks in summer/fall; 3 weeks in winter/spring
- Flyers that are not time-sensitive take 3+ weeks
- Weather & holidays may delay posting time. Please plan accordingly
- Rush jobs may be considered. Rush fee applies
- This form serves as an invoice for your records. A W9 is available upon request
- The venue list is not included nor for sale, however venue types are listed below
- During summer months, we may post in towns not listed due to lack of space
- Form, flyers and fee must be received to initiate service

### Flyers are Hand Posted in The Berkshires

In these types of venues: community centers • libraries • indoor/outdoor bulletin boards  
package stores • restaurants • taverns • post offices • other venues as allowed

Flyer/Poster Size	County-Wide <i>all towns</i> →	Northern Adams North Adams Williamstown	Central Dalton Lenox Pittsfield	Southern Gt. Barrington Lee Stockbridge
8.5x11 or smaller	\$125/100 flyers total	\$50/30 flyers total	\$50/40 flyers total	\$50/30 flyers total
> 8.5x11 up to 11x17	\$200/65 flyers total	\$75/20 flyers total	\$75/25 flyers total	\$75/20 flyers total

### Posting and Drop Off/Pick up Arrangements

- Flyer 8.5x11 or smaller     Flyer larger than 8.5x11 up to 11x17  
 County Wide     Northern     Central     Southern  
 Cash     Check, payable to MVS     Payment will be made online (*pricing above*)  
 I will drop off to MVS Office: 10 Wendell Ave Ext. #209, Pittsfield, MA     Please pick up.

**MVS will pick up if form, flyers & fee are ready and meets in a town listed above if you are located elsewhere**

Flyers Rcv'd:    /    /    Start Posting Friday    /    /    Finish By:    /    /    Actual Finish:    /    /  
 \$ \_\_\_\_\_     Cash     Online     Check (payable to MVS)

*Thank You for using our services!*

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