



CMC WEB SITE BUSINESS DIRECTORY POLICIES

Effective 06/01/2007

About the Web Site

The Chelmsford Mothers' Club web site www.chelmsfordmothersclub.org is maintained by club volunteers. It is updated monthly whenever possible. The Business Directory classified listing resides outside the members-only area is as available to the general public.

Pricing

- Chelmsford Mothers' Club members: 1 member-owned business listing **Free** (\$20 per year for additional listings for club-member, member-spouse or member-family owned businesses only)
- All others: \$100 per year (only local business listings will be accepted except for special cases)

Types of listings

Only business listings will be accepted. The CMC reserves the right to refuse inappropriate or offensive listings. The club's board has final authority over acceptable contents. Member listings will be noted in black text (non members in gray).

Categories of listings

Listings will be included under the appropriate category as follows:

- Art/Crafts
- Automotive
- Books/Toys
- Business Services
- Childcare/Education
- Clothing/Shoes
- Cosmetics/Healthcare
- Computers/Electronics
- Finance/Insurance/Legal
- Food/Cooking Items
- Home/Garden
- Home Maintenance/Repair Services
- Jewelry/Accessories
- Leisure/Entertainment
- Nonprofit
- Restaurants/Caterers
- Real Estate
- Personal Services
- Sports/Recreation
- Vacation/Travel

Advertisement Size

- Text only advertisement of up to 3 lines and/or 25 words plus business name, URL and phone number.
- May include URL, email address and/or phone number
- Ad will follow standardized formatting

Application/submission

- Members: Complete online application form found in members only area
- Others: Complete application form and submit with check payable to the Chelmsford Mother's Club to P.O. Box 393, Chelmsford, MA 01824

Deadline

We will make every effort to post all listings within 30 days of receiving the application and/or check. Listings will be removed after one year of posting on site, unless a renewal request is submitted.

Listing Removal or Change

To request a removal or change of your listing, please submit request a request via email to website@chelmsfordmothersclub.org. An email confirmation will be sent to original application address to verify the change request.

Payment

- Check payable to: The Chelmsford Mothers' Club
- Payment Mailing address: The Chelmsford Mothers' Club, PO Box 393, Chelmsford, MA 01824
- If a member does not renew membership, the free business listing will be removed.
- There are no refunds on paid business listings, but you may transfer the listing to another person or business with a written and signed request. Member-business listings are not transferable.

Other Notes

- We reserve the right to refuse any advertising for any reason.
- We reserve the right to limit advertising space.
- Please note that general edits to listings ads may be necessary due to space limitations, grammatical error, etc. We will try our best to only edit as necessary without altering the overall content or meaning.