

MYCITYMAGAZINE

MYVEGAS MYAUSTIN MYNASHVILLE

HEADQUARTERS: 10115 W. Twain Ave., Suite 110 • Las Vegas, NV 89147



BUSINESS SHOWCASE / PROPOSAL / RESERVATION:

CHOOSE CITY(S): **MYVEGAS** **MYAUSTIN** **MYNASHVILLE**

BUSINESS NAME: _____ TODAY'S DATE: _____

CONTACT NAME(S)/TITLE(S): _____

ADDRESS: _____ CITY: _____ ST: _____ ZIP: _____

OFFICE PHONE: _____ CELL PHONE(S): _____

EMAIL(S): _____ WEBSITE: _____

ADVERTISING REP: _____ CATEGORY: _____ SOURCE: _____

BUSINESS SHOWCASE RATES AND TERMS:

SILVER MEMBERSHIP (GOOD)

\$200 Month / 4 Issues Minimum

GOLD MEMBERSHIP (BETTER)

\$150 month / 8 Issues Minimum

ONE-TIME ADMIN SET UP FEE: \$100

NOTES, BENEFITS, & SPECIAL INSTRUCTIONS:

FIRST ISSUE: TOTAL AND TERMS: \$ _____

FIRST ISSUE: (NUMBER): _____ (SEE PRODUCTION SCHEDULE)

MEMBERSHIP PLAN: Silver Gold MONTHLY PAYMENT AMOUNT \$ _____

START FIRST MONTHLY CHARGE (Always on the first of the month): _____ (all multiple issues renew after term matures)

CREDIT CARD #: _____ EXP: _____ V-CODE: _____

PRINTED NAME ON CARD: _____

BILLING ADDRESS: _____ BILLING ZIP: _____

NOW HERE'S THE FINE PRINT: All Membership Plans Advertising and Payments are agreements, printing multiple issues, at wholesale rates. Membership Plans automatically renew month to month, at end of the base term agreed to above, to which thereafter, can be canceled anytime online at mycitymagazine.com/cancel. By their signature below, the client hereby agrees to this agreement and client agrees to the charges and to participate in the MyCity Magazine and website program, with options as indicated above. No Pausing the Term. There is "No Pausing" of this Agreement, all marketing plans must be concurrent without pausing, to fulfill this Agreement. The Term and Services provided hereunder may not be frozen, paused, suspended, made ineffective, or otherwise held back at the Client's discretion ("Pause"). Client also understands this is a non-refundable commitment. Cancellation: Client understands that the term of this contract is noted above, and early cancellation shall void any and all discounts that were included with this contract. All early cancellations bear a \$1000.00 cancellation fee. Chargebacks: Client shall not at any time initiate a request that payments made by electronic, debit, or credit card be returned to the Client from any issuing bank, commonly known as a "chargeback". Client acknowledges that they are responsible for all contracted and scheduled payments. All cancellation requests must be processed online at: MyCityMagazine.com/Cancel. All delinquent accounts will be reported to three major credit bureaus: Equifax, TransUnion, and Experian. In the event collection efforts are required to obtain payment on this Account, to the extent permitted by law, client agrees to pay all legal fees including court costs, private process server fees, investigation fees or other costs incurred in collection and reasonable attorneys' fees incurred in the course of collecting any amounts owed under this Agreement. All magazine ads to run succeeding each quarterly fulfillment of payment and supplied art. No verbal agreements will be accepted, all terms must be in writing. All payments must be fulfilled to MyCity Magazine prior to production deadline, otherwise the client's ad will get reallocated to subsequent issue per company policy and at the publisher's discretion. There are No Refunds with this agreement. Client hereby assumes full responsibility for all client supplied photography. Publisher reserves the right to approve client's art for print, in the event of client non-response after three failed attempts from MyCity Magazine. Publisher reserves the right to cancel this agreement at any time, for any reason. More terms at MyCityMagazine.com/terms. With client signature below, this proposal becomes the official contract.

STAFF: DO NOT TURN IN THIS AGREEMENT WITHOUT PAYMENT ATTACHED! SEND CONTRACTS TO: NEWCONTRACT@MYCITYMAGAZINE.COM

CLIENT SIGNATURE: _____ TODAY'S DATE: _____

PUBLISHER ACCEPTANCE: _____

Office Use: Payment: _____ Signature _____ Welcome Email _____ TYCard _____ Quick Books _____ 11/21/24 SM



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WELCOME ABOARD!

Thank You for joining our awesome magazine company! We are excited to feature you and your business in our next upcoming issue!

These are the next steps in your advertising program with us:

1. The first step is with our Customer Service Manager. They will reach out to you within 24 - 48 hours to introduce themselves to start your artwork and digital process. If you don't hear from them, make sure you check your junk folder. Please feel free to reach them at CustomerServiceRep@MyCityMagazine.com.
2. Our Production Manager, Laura Damian, will reach out via email within 48-72 hours to introduce herself. This email will go over your customized package and steps to get started such as photography, art design, editorial, deadlines etc. If you don't hear from her, make sure you check your junk folder. Please feel free to reach her at Laura@MyCityMagazine.com.
3. Our Editor, Sarah Moninger, will be in touch with you if you've chosen to place an article in your feature issue. She can assist with the process from start to finish, and edit/add to articles that are submitted. Please feel free to reach her at Sarah@MyCityMagazine.com.
2. If your custom package includes social media marketing, your point of contact will be our Social Media Manager, Annalicia Shelton. Her email is Annalicia@MyCityMagazine.com. She will be in contact to retrieve all assets and deliverables for social media posts.
3. If your custom package includes email blasts please send details, text, and images to Paige Fernandes at Paige@MyCityMagazine.com. Paige will also facilitate all website placements and banners, including the design process.

We are excited to have you join the MyCity Magazine family!

If you have any questions or concerns, please feel free to call our office at 702-792-2378.

Please sign below that you have read this welcome letter and our Next Steps to success!

CLIENT SIGNATURE: _____ DATE: _____