

Berkshire Brochure Display

Miles of Smiles Directional Company - Berkshire Maps
POB 403, Stockbridge, MA 01262

To: Tistrya Houghtling

Date: Feb 2, 2025

From: John & Ryan Hart

Dear Tistrya,

Thank you for arranging your brochure distribution with Berkshire Brochure Display.

Agreement: Please review, **SIGN** next to your name, and **send back**.
The returned signed contract reserves space for your brochures.

Invoice: This is the **ONLY invoice** you will receive.

Brochures: **14,000-15,000** have been delivered and will be used until the end of 2025. **"Please ask your shipper to give us 24 hours notice of the delivery of your brochures."**

- Please have your printer ship directly to our warehouse or make arrangements to bring brochures to directly to us.

Warehouse Address: Click on **“Locate Warehouse”** Icon at BerkshireBrochures.com for exact location.

Berkshire Brochure Display
Route 102 East Main Street, Dock 5
Stockbridge Industrial Park
Stockbridge, MA 01262

FEDX & UPS warehouse deliveries must say: **“Shipper Release – No Signature Required”.

Thank you for allowing us to be part of your marketing plan. If you have comments, questions, or concerns, please give us a call.

Best regards,
John & Ryan Hart, Owners

Visitortips.com: **Your brochure is in our online virtual brochure display for the duration of your contract. It includes brochure front and back; business description; full address & map locator; YouTube video if you have one; and direct links to your website, FB, Twitter, and/or blog. Check it out! Banner space available.**

Miles of Smiles Directional Co: **Publisher of five premier Visitor Maps: bring visitors to your door with our easy to use, beautiful, hand drawn maps. Call or email MaryThart@gmail.**

JHart@BerkshireBrochures.com ~ Ryan@berkshirebrochures.com

www.BerkshireBrochures.com & www.BerkshireMaps.com

O: 413-298-3999 Ryan Cell: 413-717-0656 Fx: 413-298-3959

2025 DISTRIBUTION SERVICE AGREEMENT

CUSTOMER **Town of New Lebanon, POB 328, New Lebanon, NY 12125**

CONTACT **Tistrya Houghtling** TITLE **Town Supervisor**

BROCHURE **2025 Bro** SIZE OF PRINT **4x9** PH **518-794-8889** FX **n/a**

Distribution Markets and Duration

- Berkshire Cty: **Cultural Locations. Distribution from May 1 - October 31, 2025.**
- Albany Region: **Cultural Locations. Distribution from May 1 - October 31, 2025.**
- Columbia Cty: **Cultural Locations. Distribution from May 1 - October 31, 2025.**
- NW CT: **Cultural Locations. Distribution from May 1 - October 31, 2025.**
- Saratoga Region: **Cultural Locations. Distribution from May 1 - October 31, 2025.**

Estimated number of brochures: **14,000-15,000 for 2024-2025**

Total: \$1,290.00

Invoice Dates: **Invoice attached.**

****Fuel Surcharge: When gas exceeds \$3.90/gal add \$5 to each distribution.
When gas exceeds \$4.40/gal additional \$5 to each distribution. Invoiced at year's end.**

Shipping Instructions**

Please have shipper call 24 hours prior to delivery, 413-298-3999!

****Warehouse address:** Berkshire Brochure, Rte 102 East Main St, Stockbridge Industrial Park – Dock 5, Stockbridge, MA 01262

****UPS Shipments:** Berkshire Brochure, 8 Rattlesnake Mtn Rd, Stockbridge, MA 01262

Terms & Conditions of Distribution Service Agreement

1. Berkshire Brochure will distribute Client's brochure during the dates specified in the contract and in the terms of the Schedule For Distribution. Distribution and re-supply to locations will be done according to Berkshire Brochure's schedule.
2. The Client will be responsible for supplying Berkshire Brochure with adequate quantities of brochures needed for distribution. Terms of this contract will not be affected by a shortage, or inadequate supply of brochures by Client, or by printing schedules. Acceptance of brochures may be subject to approval by certain locations. The number of Brochure display stands in market areas may vary from time to time and will not affect the terms of this contract.
3. Shipping and unloading of brochures to Berkshire Brochure's warehouse will be arranged by Client with all freight costs PREPAID. **Boxes must weigh less than 45 lbs.**
4. All invoices are payable within 30 days unless specified in this contract. A late charge of 1½ % per month or (18% annually) will be added to unpaid balances. All legal fees, court costs and reasonable collection costs will be paid for by Client in case of default on the terms of this agreement.
5. If Berkshire Brochure is unable to perform service provided in this contract, any payment received in advance will be refunded to the Client less adjustment to the actual earned rate.
6. Brochures are property of Client and are not insured by Berkshire Brochure for loss or damage. Berkshire Brochure will not be held responsible for any damage or loss of brochure, nor any claims arising from Client's brochures, their contents, or any claims made therein.
7. The above has been read and accepted by Client's representative.

Client Signature: Tistrya Houghtling X sign Date: _____

Client Email: supervisor@townofnewlebanon.com

Berkshire Brochure Display: John H. & Ryan T. Hart Date: Feb 2, 2025

Please sign and return by fax or mail the original to address above. Keep a signed copy for your records. All brochures are subject to acceptance at each location. Not all locations accept every brochure we distribute.