

IMPORTANT DETAILS



- **SIGNED PROPOSAL:** To get started right away, sign the proposal provided and fax it to 575-623-4149.
- **ADVANCE PAYMENT:** Once we receive your signed proposal, you will be e-mailed an invoice for your Advance Payment, which is due upon receipt. To avoid delays, please remit your Advance Payment as soon as possible to: Powersport Communications, 500 N. Main St, Suite 600, Roswell, NM 88201.
- **MAIL LIST:** The mail list is a very important part of this process, as it determines the final count. We'd like to receive your mail list within two weeks of beginning the publication.

Send comma or tab delimited text file, or excel spreadsheet to the production manager at: production@powersportcommunications.com. Upon receipt of the mail list, we will check for duplicates and bad addresses. Contact the Production Manager if you need assistance preparing your mail list to send.

- **INVOICE:** Upon receipt of your advanced payment and mail list, we will prepare and send an invoice indicating the balance due. It is imperative that we receive the balance prior to printing and mailing of your publication.
- **ACCOUNT RECONCILIATION:** Once all related invoices and receipts are received, we will prepare an account reconciliation. At this time you'll receive a final invoice, credit memo, or refund check for the difference between the invoiced amount and the actual cost.
- **CO-OP CLAIM SUBMISSION:** Following the account reconciliation, you will receive a co-op package. You will need to add the necessary claim forms to the otherwise complete co-op paperwork and submit your claim for reimbursement to each manufacturer. Refer to your co-op guidelines for more information and deadlines for submission.



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