# 211_logo_no_tag_line

# Windsor-Essex E-Blast Service

**ORDER FORM**

Announce changes in your organization and promote services, special celebrations, workshops and events.

**Requested Date of E-Blast:**

**Optional:** List additional information to include on your E-Blast (which will appear above your poster/flyer)

**Billing Information\*:**

Authorized by:

Email:

Organization:

Address:

City:

Postal Code:

Phone:

PO Number (if applicable):

**Cost:** $88.50 + HST (City of Windsor HST #12413 5294 RT0001)

*\*An invoice from the City of Windsor (211 South West Regional Service Provider) will be sent to your organization within 5 business days*

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| **Service Includes:**   * **Customized E-Blast to over 600 organizations and 1000 contacts** * **High impact and direct promotion of your information within our community:** * Business associations & groups * Child care facilities * Health care (hospitals & medical clinics) * Long term care facilities (retirement & nursing homes, continuing care services) * Media (radio, newspaper, television, local magazines) * Places of worship * Government services (federal departments and agencies, provincial ministries and agencies) and elected officials * Boards of education * Major non-profit organizations |
| **How To Order:**   1. Complete this form and e-mail it along with an electronic version of your document and/or link to [info@211southwestontario.ca](mailto:info@211southwestontario.ca) 2. Accepted formats: Word, PDF, PNG, JPG, and GIF (up to 1 MB) and web links. 3. Two-page limit for event notices such as posters and flyers, in accepted format. A web link is required for more lengthy or detailed information.   *(211 reserves the right to approve submission and content format)*   1. Return completed Order Form at least 2 weeks prior to requested date of E-Blast.   QUESTIONS? [info@211southwestontario.ca](mailto:info@211southwestontario.ca) |