



## *Chamber Community Checks*

### **Participating Business Agreement**

Business Name: \_\_\_\_\_

Please Print

Authorized Contact: \_\_\_\_\_

Please Print

I agree and give approval that the business named above is a participating business in the Jacksonville Area Chamber of Commerce *Community Checks* program.

We will accept the *Chamber Community Checks* beginning on the date below.

We will display the *Chamber Community Checks Accepted Here* window cling in a prominent place.

We will follow our business policy for accepting gift certificates and have written documentation available upon request by customers.

We acknowledge that *Chamber Checks* are not redeemable for cash but, at the time of purchase, if change is due it will be given in cash or our own store gift certificate.

We understand that we will be reimbursed the amount of each Chamber Check we bring or send in, less 50¢ handling fee for each check.

If, for any reason, we choose to cease participation in the *Chamber Checks* program, we will inform the Chamber of that decision in writing.

I understand that participation in the *Chamber Community Checks* program is a benefit of Chamber membership. If, at some point in the future my business ceases to be a Chamber member, I understand that my business will no longer be listed on the *Chamber Checks*.

\_\_\_\_\_  
Authorized Contact Signature

\_\_\_\_\_  
Date

Please complete and return to the Chamber as soon as possible. Thank you!

# **Chamber Community Checks**

Gift Certificates

## **INSTRUCTIONS**

### **REDEEMING CHAMBER CHECKS**

- Chamber Checks are not redeemable for cash, but when a purchase is made with one and change is due, give the change in cash or your own store gift certificate.
- Follow your company policy for redeeming gift certificates. For example, you may require a certain percentage of the gift certificate to be spent on the actual sale of goods or services. That is entirely up to you. For your protection and ours, we do ask that upon request, you are able to provide written documentation of your policy to the customer. Thank you.

### **REIMBURSEMENT**

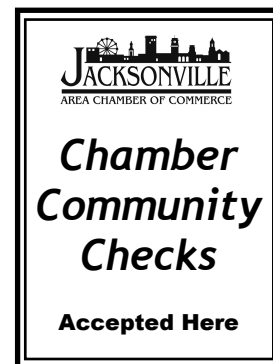
- Bring or send Chamber Checks you have redeemed to the Chamber office for reimbursement. This may be done at your convenience. We are open Monday - Friday, 8:00 a.m. to 5:00 p.m.
- You must sign and print your Business Name on each Chamber Check you bring in for reimbursement.
- Remember, you will be reimbursed the amount of each Chamber Check you bring in, less 50¢ handling fee for each check. Example: if you bring in two Chamber Checks, one for \$10 and one for \$5, you will be reimbursed in the amount of \$14.

### **RECORDS**

- The Chamber will maintain records of the Chamber Check purchase amount, the purchaser, and the redeeming business.

### **REMINDER**

- Display your “Chamber Community Checks Accepted Here” window cling in a prominent place at your business.



Jacksonville Area Chamber of Commerce  
155 W. Morton, Jacksonville, Illinois 62650

245-2174    chamber@jacksonvilleareachamber.org    fax 245-0661