



MEMORANDUM OF UNDERSTANDING

Non-Dues Revenue Value Added Benefit

Chamber members unlock preferred pricing on general office supplies, office equipment, office furnishing, PPE, and promotional product orders when they activate an account through ChamberOfficeSupplies.com. By signing this memorandum of understanding the undersigned chamber agrees to promote this shop-local initiative and earn 5% of all sales made by their members through chamberofficesupplies.com.

Chamber Office Supply Objectives

- Value pricing for businesses and Chambers
- Exemplary customer service
- To provide a non-dues revenue stream for Chambers

Terms of Agreement

- The under-signed Chamber agrees to provide a complimentary membership as a means of cross-promotion and partnership for *Chamber Office Supplies*.
- The Chamber agrees to create its own office supply account through chamberofficesupplies.com
- The Chamber adds *Chamber Office Supplies* to the list of value-added benefits that they promote
- The Chamber promotes *Chamber Office Supplies* through email and social media channels
- *Chamber Office Supplies* provides marketing and content materials for the promotion of the program
- *Chamber Office Supplies* manages all orders and payment processing
- *Chamber Office Supplies* provides a quarterly report to your chamber detailing your member orders
- *Chamber Office Supplies* will send cheque or auto-deposit 5% of all orders by your members quarterly

This memorandum is the complete agreement between Chamber Office Supplies and the undersigned Chamber

NAME OF CHAMBER OF COMMERCE: _____

NAME OF AUTHORIZED SIGNER: _____

X _____ **DATE:** _____

CHAMBER OFFICE SUPPLIES REPRESENTATIVE: _____

X _____ **DATE:** _____