

Exhibit "B" Direct Mail Advertising Contractor Checklist

Direct Mail

Reimbursement allowed only for direct mail advertising for items mailed or shipped to destinations OUTSIDE of Kittitas County

<u>Name of mailing printer/mailling contractor</u>	<u>Cost of Per Piece mailing / production for items mailed/shipped to destinations outside of Kittitas County</u>	<u>x</u>	<u>Number of Pieces</u>	<u>equals</u>	<u>Cost of direct mailing to be included on lodging tax reimbursement request</u>
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YOU MUST CALCULATE THE OUT OF COUNTY COSTS FOR THE MAILING AND POSTAGE BASED ON THE NUMBER OF OUT OF COUNTY ADDRESSES

To be included with this reimbursement request:

1. The invoice showing the total number of direct mail items printed AND a sample of the direct mail item with the required branding logos
2. If you are requesting postage reimbursement, you must include the invoice for the total postage paid
3. A complete list of all addresses to which the direct mail item was mailed
4. A statement from the grantee that the list is accurate or other proof of delivery

ONLY THE DIRECT MAIL ADVERTISING MAILED OUTSIDE OF KITTITAS COUNTY IS ELIGIBLE FOR REIMBURSEMENT

If a separate party (for example, the Chamber of Commerce) is ordering the direct mail advertising for your event, you must include the invoice from the Chamber of Commerce billing your event. Included with their invoice to you should be any invoices they paid to the marketing company for any direct mail advertising services provided.

THE SEPARATE PARTY MUST BE PAID BEFORE YOU CAN SUBMIT YOUR REIMBURSEMENT REQUEST

ALL PAYMENTS TO LODGING TAX GRANTEEES ARE PAID ON A REIMBURSEMENT BASIS ONLY
ALL INVOICES SUBMITTED TO THE COUNTY FOR REIMBURSEMENT ARE TO HAVE ALREADY BEEN PAID TO THE VENDOR
DO NOT SUBMIT REIMBURSEMENT REQUESTS FOR INVOICES THAT HAVE NOT ALREADY BEEN PAID TO THE VENDOR