



AMCHAM PHILIPPINES

The American Chamber of Commerce of the Philippines, Inc.

October 12, 2017

TO : ALL AMCHAM MEMBERS

RE : AMCHAM DIRECTORY

Dear AmCham Members,

We are now starting to compile our 2018 AMCHAM MEMBERSHIP DIRECTORY! The Directory is distributed to all AMCHAM members and - most importantly - to major business and trade organizations in the Philippines and the Asian region. (It will be made available on-line to **members only**.)

The preparation of the annual Membership Directory is a major undertaking which warrants the full support of all AMCHAM members and we rely on your cooperation to submit your company information within the given deadlines – in fairness to all.

The Membership Directory is an effective medium to promote the interests of each individual member, company and corporate members – and the AmCham organization as a whole.

As in previous years, the 2018 Membership Directory will follow the same format:

- 1) Corporate Members will be provided with a one-fourth (1/4) page spread; with wording to include Company name, Name of Designated Representative, Position/Title, and Representative's Photo*, as well as Contact Details (telephone(s)/fax/website) - and Company Logo. Also a brief Business Description of no more than **250 characters-including spaces**. *Photo to be black and white – 2”x 2” with contrasting background;
- 2) Individual Members will be listed alphabetically only by Individual's Name, Contact (telephone(s), Fax, Email and Photo – as noted above. (No Company Name or Logo.)

We invite you and/or your organization to actively participate in this undertaking by placing an advertisement in our 2018 Membership Directory, this will maximize exposure for your product or service. Individual members interested in placing their advertisement are likewise most welcome, although the location of their ad will depend on available placement slots in the Directory.

Kindly indicate your preference when completing the attached advertising contract which you may return to (or fax) to our Advertising Department at 811-3081. Advertising commitments will be treated on a first-come, first-served basis and the deadline for submission is on or before January 15, 2018. Please direct your queries or concerns regarding this matter to **Ms. Chet Guevara at 818-7911**.

I am certain that your support and patronage will result in the publication of a 2018 Membership Directory that we can all be proud of. Allow us therefore to take this opportunity to thank you in advance for your time and consideration.

Sincerely,


EBB HINCHLIFFE
Executive Director


CHET GUEVARA
Advertising Head