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*TOWN OF BRIDGEWATER*

***INSERTS IN BILLING POLICY***

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Policy No.	<b>51</b>
Approved:	August 14, 1995
Resolution #:	95-255
Revised:	April 28, 2003 (Resolution 03-125) Jan. 25, 2020 (Resolution 20-024)

BE IT RESOLVED THAT the policy of the Town of Bridgewater with respect to inserts in billings shall be as follows:

1. Inserts shall be for the benefit of good public relations for the Town and convey information to its citizens.
2. Inserts must receive prior approval from the Town Treasurer.
3. Inserts shall meet the following specifications:
  - Single page (can be double sided)
  - Exactly 8.5 inches x 11 inches in size
  - Printed on regular photocopy paper
4. A sample of the insert must be provided to the Revenue Officer for approval at least 2 weeks prior to the mailing date.
5. The requester is responsible for providing the number of copies required to the Revenue Officer at least 10 days prior to the mailing date.