



Norcam, Inc.
21 Bow Street, North Reading, MA 01864
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Norcam Community Bulletin Board Form

*We recommend the following in order to generate an ideal bulletin board page
Pages cycle every 15 seconds for optimum display so please:*

- 1) *Use 10 to 12 lines of text sticking with the basic information and facts.*
- 2) *Use JPEG (.jpg) or Bit Map (.bmp) image files no larger than 800 X 600 pixels.*
- 3) *Use of email to send information to us.*
- 4) *Use of Notepad, WordPad, MS Word, and Open Office Writer files.*

We DO NOT recommend:

- 1) *Use of copyright materials.*
- 2) *Use of animation files and video clips.*
- 3) *Use of Power Point pages.*
- 4) *Use of non-recommended image files that are too small or large in size.*

Today's Date: _____

Message Start Date: _____

Message End Date: _____

Name: _____

Organization: _____

Address: _____

Phone: _____

Fax: _____

Your Message:

Should you require more space please use the reverse side or attach your document separately.

Messages are accepted for the Norcam, Inc. Community Bulletin Board from non-profit, community organizations on a first-come / first-serve basis. In order to list the event on a timely basis, the Norcam staff requires information at least two weeks prior to the event or announcement. The Norcam staff reserves the right to edit any information. North Reading related messages will receive priority over all others. Each message will run for up to four (4) weeks prior to the event date.

Signed: _____

Date: _____

For Office Use Only:

Posted by: _____

Date: _____

Notes: _____

Signed: _____

Date: _____