**Ordering Guidelines**

Please read the following ordering guidelines for CMHA Niagara collateral **before** placing your order.

1. Brochures, program business cards, posters, and other collateral are free to the public and healthcare providers in limited quantities. Orders with materials over limits require approvals, and cost recovery may apply. Order limits for each item can be found on the Order Form.
2. Commercial companies are asked to make a **donation** to CMHA Niagara to help offset costs to produce and maintain materials.
3. A list of available resources are available on the Educational Resources page. Please order wisely to avoid waste of materials. Suggestions:
	1. Individuals: order 1-2 copies of an item for personal use, **OR** download a digital copy of the PDF, if available.
	2. Community/promotional events and health fairs: order a few copies for a booth display (e.g. 2-3) and a small quantity for handouts (e.g. 50 brochures).
	3. Healthcare: order no more than 3 months inventory each time.
4. Out of stock items are not back ordered. Materials will be provided on a first come, first serve basis until stock is replenished.
5. Large orders will need to be picked up at one of CMHA Niagara’s St. Catharines offices.
6. Small orders (e.g. 50 brochures) can be mailed (please allow 5-14 business days), although it is preferable that the individual requesting resources picks them up at one of CMHA Niagara’s St. Catharines offices.
7. If you have any questions about ordering or your order status, please email info@cmhaniagara.ca or call 905-641-5222.
8. Use the Order Form to place your order.