

EXPLANATORY NOTES: NON-RECEIPT OF MAGAZINE

If a member of your Guild has not received her copy of Townswoman magazine, please complete and return a copy of the enclosed form to TGHQ.

It is imperative that you provide full and correct address details, including postcode, as this enables us to verify that our records are correct.

If the details you provide match the details we have on the database, we will investigate other possible reasons for non-receipt of magazine.

If the details provided do not match we will be able to update your record and prevent this occurring in future.

If TGHQ receives overdue affiliation fees from a member / Guild, this will obviously cause a delay in the delivery of the magazine.

Please be aware that members' names and addresses are sent to the mailing house at least four weeks prior to delivery of the magazine. This means payments, address amendments or any other notifications received at TGHQ after the mailing extraction, but before delivery, will not have been updated for the issue in question.

Please note: If TGHQ has full and correct details on the database and cannot find any other reason for non-delivery it is likely that your copy of the magazine was lost in the post or that there is a problem with the postal service.

Townswomen

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