



Merced County Hispanic
Chamber of Commerce
855 W 18th Street, Suite B
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Dear Farmers Agent:

We appreciate your partnership in 2017 and hope to continue it for 2018. We are pleased to inform you that the Membership fees for the 2018 have remained the same. We are hopeful that this will allow you to continue the partnership that we have built together.

Please keep in mind that currently the Merced County Hispanic Chamber of Commerce's office hours are Monday to Thursday 9 am to 2 pm.

When submitting applications please use the updated Farmers Referral application enclosed which is also available on our website at www.mercedhcc.com under Membership. When you submit your applications or inquiries on sent applications via Email please write in the **CLIENT'S FIRST & LAST NAME IN THE SUBJECT LINE.**

**FOR FASTER PROCESSING PLEASE EMAIL YOUR APPLICATIONS TO
REFERRALS@MERCEDHCC.COM**

This will help us process your client's membership faster and will help us avoid missed emails.

MCHCC will try to make sure your applications are done as soon as possible but please *allow at least two business days* before inquiring about an applicant that isn't listed on the website.

PLEASE don't wait any more than 3 business days to ask because it may mean that we didn't receive the application. Processed applications will be posted on the website the same day payment is received.

We will notify you via email when a payment is declined or there is missing information.

If you want to be notified when the application is approved please provide an email address on the Credit Card Authorization Form, where it says if you would like a receipt. Your clients email and yours can both be on the line. That is the best way to let you know when the application was paid for.

If you are submitting an application via Postal Mail with a check and would like confirmation via email please make a note of it on the front of the application with the email on the E-mail line at the bottom of the first page of the application.

When inquiring about an application please include in your message, Name of Applicant (Client), Farmers Agent name, phone number and email and include when the application was submitted along with a detailed message of your concern.

Thank you for your interest in partnering with the Merced County Hispanic Chamber of Commerce, you are greatly appreciated!