



## **AUTOMATIC POSTER UPDATE PROGRAM**

The Manufacturer & Business Association's *Automatic Poster Update Program* is a members-only benefit that is intended to provide you with an easy and stress-free way to remain compliant with labor law posting requirements.

**By joining the *Automatic Poster Update Program*, the Association will send you an updated All-In-One Federal or Pennsylvania Labor Law Poster(s) whenever a mandatory change(s) occurs. Prior to receiving the poster(s), you will be invoiced for the cost of the poster(s) you select. Once your invoice is paid, and the updated poster(s) is printed, the Association will send you the poster(s).**

**The cost of posters will be consistent with the current member price at the time of the poster change and will include applicable shipping and handling charges (please visit our website at [www.mbausa.org](http://www.mbausa.org) for the most current member pricing; pricing is subject to change without notification).**

To become a part of the *Automatic Poster Update Program*, simply fill out the enrollment form and have it signed by an authorized company representative. Once the form is completed and signed, please fax it to 814/833-4844; scan and email it to [lmattis@mbausa.org](mailto:lmattis@mbausa.org); or mail it to 2171 West 38th Street, Erie, PA 16508.

Please note: By completing the *Automatic Poster Update Program* enrollment form, you are joining the *Automatic Poster Update Program* and agreeing to its terms and conditions; **you are not ordering posters.**

**To order posters**, please visit [www.mbausa.org](http://www.mbausa.org) or call 814/833-3200 or 800/815-2660.



# AUTOMATIC POSTER UPDATE PROGRAM ENROLLMENT FORM

Company Name: \_\_\_\_\_

Authorized Company Representative (i.e., President, VP, etc.): \_\_\_\_\_

Billing Address: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

HR / Compliance Officer: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

By signing below, I hereby elect to participate in the Automatic Update Program subject to the following terms and conditions:

- The Association will ship the following quantity of All-In-One posters to the above shipping address when a mandatory posting change(s) occur:

Please indicate the number of posters: \_\_\_\_\_ FEDERAL Labor Law Poster(s)  
 \_\_\_\_\_ PENNSYLVANIA Labor Law Poster(s)

*(You are enrolling in the Automatic Poster Update Program; **you are not ordering current posters.**)\**

- For each updated poster I select, I will be invoiced and I agree to pay for the cost of the poster(s), including any shipping and handling charges. **Once the invoice is paid in full, and the poster(s) are printed, the Association will mail me the poster(s).**
  - The cost of posters will be consistent with the current member price at the time of the poster change** (please visit our website at [www.mbausa.org](http://www.mbausa.org) for the most current member pricing; pricing is subject to change without notification).
  - The Association does not have advance notice when governmental entities release new postings. This means that we cannot offer refunds or credits when a poster is changed, even if the change occurs shortly after a previous change.
  - If available*, prior to receiving any updated poster(s), the Association will send electronic copies of the mandatory posting update(s) to the email address provided above. These updates can be posted until receipt of the updated poster(s).
  - I will remain enrolled in the Automatic Poster Update Program unless the Association is notified that I wish to terminate my participation program, in writing, at least 30 days prior to the effective date of any new posting requirement.
- Likewise, the Association will notify me in writing should they wish to terminate my enrollment.
- Participation in the Automatic Poster Update Program is a members-only benefit; therefore, if membership with the Association terminates for any reason, participation in the program will automatically terminate as well.
  - Should any of the contact information provided above change, I must notify the Association **immediately** at 814/833-3200 or 800/815-2660.
  - I attest that I am duly authorized to enter into such agreements on behalf of the company.

\_\_\_\_\_  
Company Representative and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

*\*Please note that by completing this enrollment form you are joining the Automatic Poster Update Program; **you are not ordering current posters.** To order current posters, please visit [www.mbausa.org](http://www.mbausa.org) or call 814/833-3200 or 800/815-2660.*