



May 5, 2008

The Edison Chamber of Commerce is pleased to provide you with the 'Certificate of Origin' stamping service from the Chamber as required by many countries receiving imported products.

1. We must have verification of the products assembled or manufactured at your business. Please provide us with a list of your product line, a company brochure and the contact information for your CEO or Facility Manager. All documents must provide the country of origin information.
2. Your document must be notarized, either prior to coming in or at the Chamber's notary. If the Chamber notarizes the documents, this will require your company representative whose name is on the document to be here in person. The notary service is \$2.50; and free to Edison Chamber members.
3. Member firm's requests for a stamp will be free up to 10 documents per request and \$5 per additional document. We need 24-hour turn around time to complete requests for more than 10 documents at any given time; and 48 hours for more than 20 documents; Monday through Friday.
4. Non member firm's request for a stamp will be \$25 for up to 10 documents per request and \$5 each additional document and will be processed in 48 hours. Requests that include more than 10 stamps will be processed within 72 working hours; Monday through Friday.
5. Your company must provide us with a postage-paid, return envelope for each order unless you arrange to pick them up.
6. *We will not stamp any documents addressed to countries or with products we question that might be prohibited by the United States authorities.*

The Edison Chamber of Commerce is a busy office with a small staff and often can not handle your immediate requests to stamp documents. Occasionally, we need to close the office for a short time. To avoid any inconvenience, *please call before you come to the office.*

Thank you for your understanding

Barbara C. Roos  
President and CEO

*Lighting the Way for Business*  
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