

Useful Facts about the Handbill Ordinance

1. Regarding the Coupon Bag, with store circulars inside, **please do not send the contents of the bag**. Only send the bag itself. If you are able to fax or email a picture of the bag, please be sure to include the portion of the bag where it reads “Redplum”. [Vending Unit mailing address is located on this guide](#).
2. Please do not hold onto your circulars, flyers, etc. longer than **4 weeks**. They will not be processed if they are received after this date.
3. Please be sure to indicate **the date and time** you received the material along with **your address**, on whatever you send. It is also very important that you make sure whatever you send, **clearly shows the name and address of the business or phone number**.
4. *****PLEASE INDICATE WHETHER OR NOT YOU WISH TO HAVE YOUR ADDRESS OR THE VIOLATION ADDRESS LISTED ON THE TICKET.*****
5. If there is additional information you would like to inform us of related to the delivery of the **specific** unwanted material, please write a short note and include it with your mailing.
6. If you need additional Decals or general information, please feel free to call the number below.

PLEASE SEND ITEMS TO:

Department of Licenses and Inspections
Circular Free Property Coordinator
1401 JFK Boulevard, Suite 1180
Philadelphia, PA 19102

Phone (215) 686-2414

Email: OperationsVending@phila.gov