



# Random Thoughts

## 6-Step Printing and Mailing Order Form

**STEP 1: Select Your MAIN NEWSLETTER Paper & Quantities.** Newsletter will be 11"x17" folded into 5.5" X8.5" booklet format. Decide on type the exact quantity (circle the price relating to the quantity you desire). Choose *ONE* below:

	<u>Color</u>	(1-499)	(500-749)	(750-999)	(1000-1249)	(1250-1499)	<u>Quantity</u>	<u>Sub Total</u>
<input type="checkbox"/> 20 lb. White Bond:	<input type="checkbox"/> white	2.39	1.27	.90	.73	.60	_____	_____

**STEP 2: Select The INSERT You Want To Use With Your Newsletter** (NOTE: an insert with your special offers or coupons is strongly recommended for each issue) Choose *ALL* That Apply:

<u>1-Sided 8 1/2 x 11 Paper</u>		(Any Quantity)	<u>Quantity</u>	<u>Sub Total</u>
<input type="checkbox"/> 20 lb. White bond	<input type="checkbox"/> white (price includes inserting into the newsletter)	\$60 set-up fee plus .115 per	_____	_____
<input type="checkbox"/> 20 lb. Color Bond	<input type="checkbox"/> Ivory, <input type="checkbox"/> Yellow, <input type="checkbox"/> Blue <input type="checkbox"/> Cream	\$60 set-up fee plus .12 per	_____	_____
<input type="checkbox"/> Goldenrod <input type="checkbox"/> Salmon <input type="checkbox"/> Green <input type="checkbox"/> Pink <input type="checkbox"/> Cherry (darker Pink) <input type="checkbox"/> Lavender <input type="checkbox"/> Buff <input type="checkbox"/> Tan				

<u>2-Sided 8 1/2 x 11 Paper</u>		(Any Quantity)	<u>Quantity</u>	<u>Sub Total</u>
<input type="checkbox"/> 20 lb. White bond	<input type="checkbox"/> white (price includes inserting into the newsletter)	\$70 set-up fee plus .12 per	_____	_____
<input type="checkbox"/> 20 lb. Color Bond	<input type="checkbox"/> Ivory, <input type="checkbox"/> Yellow, <input type="checkbox"/> Blue <input type="checkbox"/> Cream	\$70 set-up fee plus .125 per	_____	_____
<input type="checkbox"/> Goldenrod <input type="checkbox"/> Salmon <input type="checkbox"/> Green <input type="checkbox"/> Pink <input type="checkbox"/> Cherry (darker Pink) <input type="checkbox"/> Lavender <input type="checkbox"/> Buff <input type="checkbox"/> Tan				

No insert in this issue please

**STEP 3: Decide Whether You'll Do The Mailing Yourself Or Let Us Complete It For You.** (Choose *ONE*)

- Mail The Newsletter For Me (Save Time & Money – *GO TO Steps 4 & 5*) **MUST PROVIDE CUSTOMER DATABASE!**
- I'll mail the newsletters myself. Ship The Printed Materials To Me At My Address Provided Below By The Following Means:
  - UPS Ground  2<sup>nd</sup> Day Air  Overnight Air (FedEx, Etc.)  Other: \_\_\_\_\_

**STEP 4: Addressing, Tabbing & Mailing.** Preparing Each Newsletter For Mailing (Choose *ONE*)

	(Any Quantity)	<u>Quantity</u>	<u>Sub Total</u>
<input type="checkbox"/> Use Printed Indicia (pre-sorted mailing only)	\$35 set-up fee plus .065 per	_____	_____
<input type="checkbox"/> Affix Actual Stamp	\$35 set-up fee plus .075 per	_____	_____

**STEP 5: Postage And Mailing.** Select The Type Of Mailing You Would Like.

**\*Must Include Customer Data Base Electronically**

	<u>Price (Ea.)</u>	<u>Quantity</u>	<u>Sub Total</u>
<input type="checkbox"/> First Class Physical Stamp	.41	_____	_____
<input type="checkbox"/> Pre-Sorted First Class – Printed Indicia	.35 (approx.)	_____	_____

**TOTAL PROJECT COST:**..... Date You Would Like The Newsletter Mailed: \_\_\_\_\_ \$\_\_\_\_\_

**AUTHORIZATION:** I hereby authorize Professional Marketing Group, Inc. to complete the above print job at the price and terms provided above, and in accordance with my credit cardholder agreement.

**Even if you have your credit card on file, you MUST sign below to authorize Professional Marketing to charge your credit card!!**

Credit Card # \_\_\_\_\_ Exp. \_\_\_\_\_ Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Cannot Say "On File" Only

**SHIP TO/CLIENT ADDRESS:** Name: \_\_\_\_\_ Company: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_