



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 of paper, color, price (circle the price relating to the quantity you desire), and exact quantity. Choose *ONE* below:

<u>Color</u>	<u>(Any Quantity)</u>	<u>Quantity</u>	<u>Sub Total</u>
<input type="checkbox"/> 20 lb. White Bond: <input type="checkbox"/> white	\$100 set-up fee plus .065 per	_____	_____
<input type="checkbox"/> 20 lb. Color Bond: <input type="checkbox"/> Ivory <input type="checkbox"/> Yellow <input type="checkbox"/> Blue <input type="checkbox"/> Cream	\$100 set-up fee plus .07 per	_____	_____
<input type="checkbox"/> Goldenrod <input type="checkbox"/> Salmon <input type="checkbox"/> Green <input type="checkbox"/> Pink <input type="checkbox"/> Lavender <input type="checkbox"/> Buff <input type="checkbox"/> Tan			

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>	<u>(Any Quantity)</u>	<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>	<u>(Any Quantity)</u>	<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 2nd Day Air Overnight Air (FedEx, Etc.) Other: _____

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

	<u>(Any Quantity)</u>	<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: _____ @ _____