INFORMATION NEEDED FOR MAILING

1. Contact/Company_____
   Address _____
   City State Zip _____
   Tele _____
   E-mail address _____

2. Owner of mail_____
   Address_____
   City_____ State _____ Zip code_____
   Telephone _____

3. Permit No. _____ Non-profit ___Yes ___ No
   Name of permit holder _____
   Address of permit holder_____
   City –State- Zip code _____

4. Post Office where permit is held (City & Zip)_____

5. Type of mail piece (postcard, envelope, self mailer, flat) _____

6. Dimensions of mail piece _____W x _____L x _____H

7. Weight of mail piece _____oz

8. Quantity _____

9. Class of mailing   1st Class – Standard – Non-Profit

10. Mailing Date _____

11. Data base fields (*other* than first, last, bus, addr1, addr2, city, st, zip
    _____ _____ _____ _____

12. Credit Card info VISA -M/C #_____
    Name on card _____
    Billing address _____
    _____
    Exp date ___/___/___   Sec code (on back)_____