

# DIRECT MAIL ORDER



Quotes are good for 30 days from invoice date. If you have any questions or need additional information, please feel free to call.

## YOUR CONTACT INFORMATION

Client Name: \_\_\_\_\_  
Client Contact Name: \_\_\_\_\_  
Client Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Client Contact Phone: \_\_\_\_\_  
Client Contact Email: \_\_\_\_\_

## QUANTITY *(Indicate the total mailing quantity.)*

Quantity: \_\_\_\_\_ Estimate #: \_\_\_\_\_ Purchase Order # *(If applicable)*: \_\_\_\_\_

## NON-PROFIT RATES

I qualify for non-profit rates \_\_\_\_\_ Initial if non-profit

\*Non-profit entities have special rules regarding mail piece design and content. The client understands that it is his or her responsibility to comply with these regulations and not the responsibility of CPCneutek. Should any dispute arise, the client agrees to abide by the decision of the United States Postal Service and to not hold CPCneutek liable for any additional postage incurred.

## MAILING CLASS

First Class Presorted     Standard Presorted     Other *(please specify)* \_\_\_\_\_

## MAILING INDICIA

Use CPCneutek's Mailing Permit (we will place indicia in your art files)  
 Use my permit number (please include indicia in your art files)    Permit # *(If applicable)*: \_\_\_\_\_

## DUPLICATE ELIMINATION *(No additional charge)*

None     One per address     One per last name and address     One per full name and address

*By selecting "None", the client understand that some recipients may receive multiple pieces.*

## FOREIGN RECORDS *(Includes Canada)*

Mail to foreign addresses **(PLEASE BE ADVISED - There is a \$50 minimum charge for mailing to foreign addresses.)**

## ADDITIONAL INSTRUCTIONS *List any special instructions*

I will list any special instructions below     I will attach special instructions

## MAILING DROP

Desired Drop Date: \_\_\_\_\_  This is a firm date     This is a flexible date (+/- 3 business days)

## MAILING OVERS AND SAMPLES *(Indicate what you would like done with any overs left after the mailing and/or samples.)*

Ship to my main address above     Ship to this address: \_\_\_\_\_  
 Recycle overs     Contact me with overs quantity and I will advise at that time.

## SIGNATURE

I agree to the specifications and quantity as indicated on this form

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Thank you for the opportunity to serve you!**

CPCneutek is FSC Certified (SE-COC-#003367). We are also Rainforest Alliance Certified.

