

## MAILING REQUEST FORM

Name: \_\_\_\_\_ Request Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Leadership Position: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

What type of mailing is this?

Event       Newsletter       Other (Please list) \_\_\_\_\_

Desired Completion Date: \_\_\_\_\_

To whom will this mailing be sent? \_\_\_\_\_

Quantity of mailing? \_\_\_\_\_

Number of originals provided? \_\_\_\_\_

Names of originals to be included (postcard, flyer, newsletter, appeal envelope, reply envelope, etc.)

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

Would you like excess materials returned?       Yes       No

### Please Note:

- For event mailing, please allow six-to-eight weeks prior to the scheduled event.
- For all other mailings, please allow three-to-four weeks for completion time.
- Please use separate request forms for each mailing.
- There can be up to four charges per mailing: (1) Design; (2) Printing; (3) Letter Shopping (Fold, Insert, Seal, Ink Jet or Label); and (4) Postage. The FSAA recommends using NON-PROFIT, BULK-RATE Postage.
- Please mail or hand-deliver all requests and support materials to the FSAA.

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### OFFICE USE ONLY:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

### ASSOCIATED COSTS:

Design Cost: \$ \_\_\_\_\_

Printing Cost: \$ \_\_\_\_\_

Letter Shopping Cost: \$ \_\_\_\_\_

Postage Cost: \$ \_\_\_\_\_

Total Costs: \$ \_\_\_\_\_