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.

OFFICE USE ONLY:
Received by: _______________________________ Date: _______________
Completed by: ____________________________ Date: __ _____________

ASSOCIATED COSTS:
Design Cost: $__________________________
Printing Cost: $_________________________
Letter Shopping Cost: $____________________
Postage Cost: $___________________________
Total Costs: $___________________________