

# 11x17 Newsletter



## Addressing, Stamping, Collating, Folding, Stuffing, & Mailing

### Step 1: Select your main newsletter paper & quantities.

Newsletter will be 11"x17" folded into 3.5"x8.5" letter format, 1/1. Decide on type of paper, color, price (circle the price relating to the quantity you desire), and exact quantity. Choose one below:

Color	(250-499)	(500-999)	(1000-1999)	(2000+)	Quantity	Subtotal
<input type="checkbox"/> 20 lb. White Bond.....	.24	.19	.15	.13	x _____	= _____
<input type="checkbox"/> 20 lb. Color Bond <input type="checkbox"/> Ivory <input type="checkbox"/> Yellow <input type="checkbox"/> Blue <input type="checkbox"/> Goldenrod.....	.26	.21	.17	.15	x _____	= _____

### 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. You can add up to 2 full-page, 20 lb. inserts without increasing postage!) Choose all that apply:

1-Sided 8 1/2 x 11 paper	(250-499)	(500-999)	(1000-1999)	(2000+)	Quantity	Subtotal
<input type="checkbox"/> 20 lb. White Bond.....	.10	.09	.08	.07	_____	= _____
<input type="checkbox"/> 20 lb. Color Bond: <input type="checkbox"/> Ivory <input type="checkbox"/> Yellow <input type="checkbox"/> Blue.....	.11	.10	.09	.08	_____	= _____
2-Sided 8 1/2 x 11 paper	(250-499)	(500-999)	(1000-1999)	(2000+)	Quantity	Subtotal
<input type="checkbox"/> 20 lb. White Bond.....	.14	.12	.11	.10	_____	= _____
<input type="checkbox"/> 20 lb. Color Bond: <input type="checkbox"/> Ivory <input type="checkbox"/> Yellow <input type="checkbox"/> Blue.....	.15	.14	.13	.12	_____	= _____
<input type="checkbox"/> No insert in this issue please.						

### Step 3: If you want envelopes, select one.

	(1-249)	(250-499)	(500-999)	(1000-1499)	(1500-1999)	(2000+)	Quantity	Subtotal
<input type="checkbox"/> Printed Return Address Envelopes (price per envelope).....	.26	.20	.16	.15	.14	.13	_____	= _____
<input type="checkbox"/> Plain White Envelopes.....	.065 each						_____	= _____
<input type="checkbox"/> No envelope or I will use my own envelopes Self mailer (will not require any envelopes)								

### Step 4: Decide whether you'll do the mailing yourself or let us complete it for you. Choose one:

- Mail the newsletter for me. Save time and money—go to step 5 and 6
- Ship the printed materials to me at my cost to my address printed below by the following means:
- UPS Ground  2nd Day Air  Overnight Air (FedEx, Etc.)  Other \_\_\_\_\_ Cost \_\_\_\_\_

### Step 5: Preparing newsletter for mailing. Laser addressing, labeling, collating, folding, stuffing, & mailing. Choose one:

<input type="checkbox"/> Laser Addressing.....	\$25 Setup	Quantity	Subtotal
<input type="checkbox"/> Use printed insignia (pre-sorted mailing only).....	.12 each	_____	= _____
<input type="checkbox"/> Affix With Actual Stamp.....	.15 each	_____	= _____

\* MUST INCLUDE PATIENT & PROSPECT DATABASE ELECTRONICALLY

### Step 6: Hand addressing instead of laser addressing add 17¢ (ea)

Ink Color <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Other Color (add 19¢ each)	Quantity	Subtotal
_____	_____	= _____

### Step 7: Postage. Select the type of mailing you would like.

	Price (each)	Quantity	Subtotal
<input type="checkbox"/> First class physical stamp.....	Postage Cost Each (3 to 5 day delivery time) 42¢ Each	x _____	= _____
<input type="checkbox"/> Pre-sorted standard mail with stamp.....	Postage Cost Each (5 to 10 day delivery time) 31¢ Each	x _____	= _____

### Step 8: Choose two (2) mailing list criteria in zip code \_\_\_\_\_

- |  |  |
|--|--|
| 1.) <input type="checkbox"/> Homeowner   | 4.) <input type="checkbox"/> Age: <input type="checkbox"/> 0-35 <input type="checkbox"/> 36-65 <input type="checkbox"/> 66 & Up          |
| 2.) <input type="checkbox"/> Gender: <input type="checkbox"/> M <input type="checkbox"/> F | 5.) <input type="checkbox"/> Income: <input type="checkbox"/> 15k-35k <input type="checkbox"/> 36k-70k <input type="checkbox"/> 71k & Up |
| 3.) <input type="checkbox"/> Credit Card User  | 6.) <input type="checkbox"/> Family With Children  |

Each Additional Criteria is \$25 - \_\_\_\_\_ x \$25 - \_\_\_\_\_

### Choose Mailing List Quantity:

- 500.....\$85  1000.....\$115  2000.....\$210  Entire List - 8¢ Per Name \_\_\_\_\_ x \$ .08
- Sales Tax (8%) \_\_\_\_\_

**Total Project Cost \$ \_\_\_\_\_**

### Authorization: I hereby authorize Fasprint to complete the above print job at the price and terms provided above.

Credit Card # \_\_\_\_\_ Exp. \_\_\_\_\_ Authorizing Signature \_\_\_\_\_ CVC# \_\_\_\_\_ Date \_\_\_\_\_

Ship to: Name \_\_\_\_\_ Company \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax ( ) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_ @ \_\_\_\_\_