REQUEST A QUOTE

DATE – [_____]

Name [_____] Phone [_____]
Fax [_____] Email [_____]
Quote Reference [_____] Project mail Date [_____]
Mail Quantity [_____] Total # of Versions [_____]

Mail prep:
○ 1Pst Class ○ 1st Class Presort ○ Standard Bulk ○ Non-Profit ○ Other / Unknown

Postage applied with:
○ Stamp ○ Meter ○ Your Permit# [_____] City [_____]
○ Use "All Sorts" Permit
Note: Postage must be paid prior to mailing, stamping or metering.

Addresses are:
○ Furnished via email or diskette
○ "All Sorts Mailing" will provide list / Description of list(s) needed:

Description here…

Information about mailers (check all that apply):

Cards and Self-Mailers
Card size: ○ 4.25"x 6" ○ 5.5" x 8.5" ○ Other [_____]
"All Sorts" mailing will:
☐ Fold ☐ 1 tab seal ☐ 2 tab seal ☐ Ink jet addresses
☐ Ink Jet addresses return address or mailing indicia

Envelopes with Inserts
"All Sorts" mailing will:
☐ Laser print letter with address Letterhead is provided? ○ Yes ○ No
☐ Laser print / copy other components
☐ Additional inserts will be printed / copied? How Many? [_____]
☐ FOLD
☐ Insert [_____] (Total # of inserts). Inserts are personalized? ○ Yes ○ No
Size of envelope:
○ #10 ○ 6" x 9" ○ 9" x 12" ○ Other [_____]
Envelope printing:
○ Address will show through window envelope ○ Ink jet mailing address
☐ Ink jet return address or mailing indicia ☐ Additional message printed

Fulfillment / Packaging
Description of services needed:
Special Instructions: