

PROVEN DIRECT - MAIL REQUEST FORM

Job Name: _____

Today's Date: _____

Client Contact: _____

Phone#: _____

Seed Name: _____

Fax#: _____

Materials Due Date: _____

E-mail: _____

Mail Date: _____

Total Quantity: _____

Type of Mailing:

Flat Letter Size
 Postcard Self-Mailer Insert Other: Size/Dimensions _____

Items Being Addressed:

Postcard Self-Mailer # 10 Envelope 9x12 Envelope Other: _____

Inserting: (Be very descriptive)

Total # of Inserts: _____ Machine Hand Match Please see attached grid for details
 For envelope mailings only, list components in order of insertion (from back of envelope, "flap" side when sealed.)

1	_____	5	_____
2	_____	6	_____
3	_____	7	_____
4	_____	8	_____

Special Instructions: _____

Mail Preparation:

1st Class Single-Piece 1st Class Presort All Domestic Only Foreign
 Standard Presort
 PD Permit 1071 Stamp Meter Client Permit #:

Excess Materials:

Hold for future mailing(s) Approximate date of next mailing: _____
 Call with excess quantities Hold for 30 days and then recycle
 Return to: Initiator Other: Recycle/Destroy

Data Information:

of Data Files: _____ De-dupe 1 p/person 1 p/household 1 p/company
 File Names: _____ (File Names continued:)

 Special Instructions: _____

Art Information (if applicable):	
# of Art Files:	_____
File Names:	_____

Special Instructions:	_____

Samples:			
Samples Required	Sample A. Sample	Live Data	# of Samples: _____
No Samples Necessary			

Pickup/Delivery:	
Initiator to send to PD	_____
Printer to send to PD	_____
Items in inventory at PD	_____

Proofs/Approvals Required:			
Inkjet	Laser Letter(s)	Insert	# of proofs (if more than one): _____
No Proofs Required			

Special Instructions: