



Marketing
Support

Mailing Quote Form



Customer Portion

Date: (put the date you submit the quote here)

Mail Date: (when you want to mail)

Job Name: (keep track by project name)

Quantity: (how many pieces are mailing)

Components: (list all elements of your mailing — letter, envelope, postcard, etc.)

Mail List Format: (how will you provide your address files: via e-mail, diskette or labels?)

Mail Class: (do you require standard mail or first class?)

Instruction: (give description of what you want done)

Example: Provide data processing; create and apply labels or ink jet mailing information on to envelopes; insert one introduction letter and one sales matrix into each mailing envelope; seal and sort envelopes, deliver completed mailing to Post Office



Mail House Portion

Mailing Service cost estimate: (leave blank, mail house will fill in)

Postage estimate: (leave blank, mail house will fill in)



Additional comments or recommendations: