



# 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:**