

TAX CHECK-LETTER SIGN-UP FORM

1

Select the quantity for your Tax Check

Tax Check will be printed on white paper (single sided), personalized,
and folded to 3.6 x 8.5 to fit a brown kraft #10 window envelope.

<u>Check</u>	(150-249)	(250-500)	(501-1000)	<u>Quantity</u>	<u>Sub Total</u>
	.72	.54	.44	_____	_____

Please provide the following information.

Mailing date: _____ Expiration date: _____ Dollar amount on check: \$ _____

Company info: _____

2

Envelope

Brown kraft #10 window envelope.

(150-249)	(250-500)	(501-1000)	<u>Quantity</u>	<u>Sub Total</u>
.41	.29	.21	_____	_____

3

Addressing, Folding, Insert, & Mail

Prepare Each Check For Mailing.

***Submit Client Data Base Electronically In Excel Format**

VERIFICATION OF ADDRESS IS YOUR RESPONSIBILITY

	<u>Quantity</u>	<u>Sub Total</u>
<input type="checkbox"/> Prepare the Mailing using a Live Stamp	.24 each	_____

4

Postage

	<u>Price (Ea.)</u>	<u>Quantity</u>	<u>Sub Total</u>
<input type="checkbox"/> First Class Bulk Rate	.48 each	_____	_____

*Estimate, will be based on the density of mailing list.

TOTAL PROJECT COST: \$ _____

(ALLOW 5-7 WORKING DAYS TO COMPLETE YOUR ORDER)

Drop ship to your address so they can be postmarked locally, there will be an additional charge.

AUTHORIZATION: I hereby authorize this payment to my credit card by Minuteman Press. By providing this information I am agreeing to allow Minuteman Press of Middleburg Hts., to contact me via, email, regular mail, fax, phone and recorded message. CVV Code _____

Credit Card # _____ Exp. _____ Authorizing Signature: _____ Date: _____

BILLING ADDRESS: Name: _____ Company: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____ Email: _____

SHIPPING ADDRESS: (If different from Billing) Name: _____ Company: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____ Email: _____

Then fax, mail or email this form to: Minuteman Press

Feb. 2018

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