

Order Quantity: _____

Product

- Magna-SEAL (Magnet laminated to postcard)
- Magna-PEEL (Magnet spot glued to postcard)
- Magna-FOLD (Full Sheet, Half fold, spot glued)

Postcard - Full color imprint

- Standard Size (8.5" x 5.25", or 8.5" x 11" for Magna-FOLD)
- Custom Size: _____

Magnet - Full color imprint

- Business Card Size (3.5" x 2")
- Jumbo Size (3.5" x 4")
- Custom Size: _____

Bill to:

Business _____
 Name: _____
 Address _____
 Address _____
 City _____
 State/Zip _____
 Phone: _____
 E-mail: _____

Special Order/Mailing/Shipping Instructions:

Mailing

Final mailing and delivery is handled by the United States Post Office. Our control and liability for the order ends once it has been delivery to the Post Office.

- I want postcardmagnet.com to mail the final product from their Post Office
 - First Class (500 piece minimum)
 - Presorted Standard - (200 piece minimum)
(May take up to 14 days for delivery)
 - Non-Profit - (Requires additional paperwork)
- Add "or Current Resident"
- Do Not Add "or Current Resident"

I DO NOT want postcardmagnet.com to mail the final product from **their** Post Office

Drop ship the final product directly to me with NO INDICIA

I understand that postal regulations require a minimum of \$0.52 per piece to mail first class using postage stamps. Stamps & metered mail can only be placed in the upper right hand corner of the mail piece.

Drop ship the final product WITH INDICIA to: _____

The indicia for the mailing location is included as part of my artwork. (To sort properly and meet postal regulations postcardmagnet.com requires you to furnish the permit number along with the address and zip code of the location from where the mailing will be sent)

- Yes, I want postcardmagnet.com to inkjet the addresses before shipping
- No, I do not want postcardmagnet.com to inkjet the addresses (I will address them with labels)

Mailing List

- I will provide a mailing list (Excel compatible format)
(Separate columns for Name, Title, Address, City, State and Zip)
- Contact me about purchasing a mailing list

Artwork

Proof

(Requires 48-72 Hours after receipt of artwork)

- I will provide production ready artwork
- I will provide a rough draft for finalization
First 30 minutes free then billed \$50.00/hr

- Online - FREE - (48-72 hours)
- Digital Print Out \$20.00 (Color correct)
- Product Proof - \$60.00

Production Requested in hands date: _____

Normal production time is 10-12 days AFTER proof approval. May be longer on higher quantities.

Signature: _____

Date: _____



NCOA^{Link}® PROCESSING ACKNOWLEDGEMENT FORM

The collection of information on this Processing Acknowledgement Form (PAF) is required by the Privacy Act of 1974. The United States Postal Service (USPS) requires that each NCOA^{Link} Licensee have a completed NCOA^{Link} PAF for each of their NCOA^{Link} customers prior to providing the NCOA^{Link} service. The Licensee is also required by the USPS to retain a copy of the completed form for each of its customers and to obtain an updated PAF from each of its customers at minimum once per year. Any signature upon this PAF shall be considered valid for all purposes and have the same effect whether it is an ink-signed original or a photocopy or facsimile representation of the original document.

LIST OWNER

I, the undersigned, an authorized representative of:

Company Name

Address

City State ZIP+4

Telephone Number E-mail Address NAICS

Parent Company Name

Marketing or "DBA" Company Name or Primary Affiliate Company Name

Name (Please print) Title

Signature Date

do hereby acknowledge that I have received and reviewed the NCOA^{Link} Information Package supplied to me by BCC Software, Inc., an NCOA^{Link} Limited Service Provider Licensee. I also understand that the sole purpose of the NCOA^{Link} service is to provide a mailing list correction service for lists that will be used for preparation of mailings. Furthermore, I understand that NCOA^{Link} may not be used to create or maintain new movers lists.

Attention: Important Information about Addressing

By default we add "or current resident" to each address when imprinting.

If you would prefer NOT to have "or current resident" added to your list, we will need to have you fill out this form and send it in with your order.

This form gives us permission to verify your addresses with the Post Office database and remove any invalid addresses.

We need to have a copy of this form on file before we can proceed with your order and proof.

If you do NOT return this form when entering your order we will assume that you want to add "or current resident" to your addresses.

If you have questions on this form or entering you order give us a call at 800-660-8668 or send us an e-mail: orders@postcardmagnet.com