



www.pittmanprinting.com

NEWSLETTERS
MATTER

For questions call or email:
Shawn Beatty
shawn@pittmanprinting.com
816.992.0115

2013 MONTHLY NEWSLETTER INFORMATION

Effective January 1st, 2013, the following changes are being made to the newsletter service being offered through Pittman Printing:

1. Newsletters are 8.5" x 11" full-color tri-folds.
2. The minimum order is \$50.00. That would be 57 newsletters mailed. Or, if you submit a list of less than 57 records, the remainder could be shipped to you. S&H is extra.
3. All newsletters will be mailed in one batch according to the schedule on page 2. **They are automatic and will mail and bill according to the most current list we have on file at the time of the deadline.** Cancellations to the automatic service must be made prior to the deadline.
4. All newsletters will be mailed using Presort Standard Letter Rate postage.
5. Lists must be submitted in Excel, comma-delimited or tab-delimited format. Fields in your list must be in separate columns and include FirstName, LastName, Address1, Address2 (optional), City, State and Zip. If list "clean-up" is required to accommodate the layout requirements, billing will be at a rate of \$80 per hour, minimum 1 hour.
6. **It is strongly recommended that you set up reminders in your calendar to remind you to send the most recent list intended for mailing early in the last week of each month.** Our goal is to get any job out in 3-4 business days following submission, approval and payment. Depending on your geographic, delivery time is estimated to be 1-10 delivery days in addition to production time.
7. The content will be provided, you just need to give us up to 2 images and contact information. If you want to provide additional custom content or utilize a custom design, additional charges may apply. The design fee associated with custom newsletters is \$80 per hour, minimum 1 hour.
8. Newsletters must be paid for prior to print. The exception will be for those agents paying using a third party billing source with which we are familiar.
9. Custom newsletters are available. Contact Shawn for information and a custom quote.





www.pittmanprinting.com

**NEWSLETTERS
MATTER**

For questions call or email:
Shawn Beatty
shawn@pittmanprinting.com
816.992.0115

2013 MONTHLY NEWSLETTER INFORMATION

Schedule

Newsletter Month	Deadline to submit list for the newsletter mailing:	Scheduled Mailing Date
January	Monday, December 31st	Friday, January 4th
February	Monday, January 28th	Friday, February 1st
March	Monday, February 25th	Friday, March 1st
April	Monday, April 1st	Friday, April 5th
May	Monday, April 29th	Friday, May 3rd
June	Tuesday, June 3rd	Friday, June 7th
July	Monday, July 1st	Friday, July 5th
August	Monday, July 29th	Friday, August 2nd
September	Tuesday, September 2nd (holiday)	Friday, September 6th
October	Monday, September 30th	Friday, October 4th
November	Monday, October 28th	Friday, November 1st
December	Monday, December 2nd	Friday, December 6th



www.pittmanprinting.com

**NEWSLETTERS
MATTER**

For questions call or email:
Shawn Beatty
shawn@pittmanprinting.com
816.992.0115

MONTHLY NEWSLETTER PAYMENT AUTHORIZATION

By signing this form, I understand that I am subscribing to a monthly newsletter printing and mailing service. This service will occur automatically each month unless cancelled prior to the monthly deadline. The service cost each month will be based on the number of records in the mailing list I provide by the deadline. If no updated list is provided by the deadline, the service will use the most recent list on file and will print, mail and bill accordingly.

Further, I understand that if I am using a third-party for payment, such as an incentive account through an Financial Marketing Organization, the cost of the service will be billed first to my available credits and the balance, if any, will be billed to the payment method I have provided below.

By signing below, I agree to the terms and conditions outlined above and authorize Pittman Printing, Inc. to charge my credit card below for this service on a monthly recurring basis until the service is cancelled.

Payment Method:

Use Third Party Payor Credits First?: Yes No (If Third Party Payor credit is insufficient, the below credit card will be used for payment balance)

Name of Third Party Payor: _____

Credit Card Type: Visa Mastercard American Express Discover

Card Number: _____

Expiration: _____ CV2 Code: _____

Name on Card: _____

Card Billing Address _____

Customer Signature: _____ Date: _____

Complete and fax to 800.509.1080 or email to shawn@pittmanprinting.com