



Please fax to: 1-902-865-8223

or

Call us at: 1-800-665-8697

Please complete the form with as much information about your campaign as possible. Fields in **RED** are required.

Company Name:

Contact Person's Name:

Phone Number:

Fax Number:

Your Email:

Where Are You Located?:

General description/purpose of your intended direct mail campaign:

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Mailing to be distributed in (Fill out all that apply with the number of pieces for each):

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|----------------|
| Canada: |
| United States: |
| International: |



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How many database lists will you provide?:

Final size of envelope or selfmailer:

If you are using an envelope, it will (Please circle one):

- Have an address window
- Have no window

How many pieces in each mailing package (Please circle one):

- Selfmailer
- envelope & 1 piece insert
- envelope & 2 inserts
- envelope & 3 inserts
- Other - Please Specify _____

Describe the size of any inserts (i.e. 11" x 17" folded to fit a #10 envelope):

Will any of these pieces need to be folded by Russell House Marketing? (Please circle one):

- If YES, which pieces: _____
- NO

Addressing / Personalisation (Please circle all that apply):

- Outgoing address to be inkjetted onto piece
- Return address to be inkjetted onto piece
- Personalised letter inside envelope
- Other: _____

Will your piece be preprinted with a bulk mail permit?:

- Yes
- No
- Not Sure



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Does your campaign have any special or unusual requirements that we have not covered?

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What is the estimated weight of each mailing package?:

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Would you like us to arrange for the supply and printing of insert pieces and envelopes for your campaign? If yes, please provide details below:

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What is the anticipated date of your mailing?:

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|--------|------|-------|
| Month: | Day: | Year: |
|--------|------|-------|

Comments & Questions:

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Thank you for taking the time to request a quote from Russell House Marketing.

Please fax your completed quote form to **1-902-865-8223**