



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:**


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

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 inkjeted onto piece
- Return address to be inkjeted 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?**


**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:


**What is the anticipated date of your mailing?:**

Month:	Day:	Year:
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**Comments & Questions:**


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**