

# Order *Handi-Hints* Today!

call or mail now! 1-800-231-7313

## SET-UP INFORMATION

### EXAMPLE:

Your Photo Here	Your Name	Mailing Permit	[ ]
	Title	(Ours or Yours)	
Message Area	Company Name		
	Address		
	Telephone		
	Fax		
Your Logos Here	Mailing Label		

Please be sure to complete the information exactly as you want your imprint to appear. NOTE: the set-up fee is a one-time charge. Any changes made thereafter are made at a charge of \$20 each time.

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

RESIDENCE PHONE: ( ) \_\_\_\_\_

LOGOS \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

OFFICE ADDRESS \_\_\_\_\_

CITY/ STATE/ ZIP \_\_\_\_\_

BUSINESS PHONE ( ) \_\_\_\_\_

FAX: ( ) \_\_\_\_\_

BULK RATE PERMIT# \_\_\_\_\_ CITY, STATE \_\_\_\_\_

Bulk Rate Permit # is optional, It is not necessary if we handle mailing or we ship to you)

Your photo, address, logo and a printed message appear on the cover of every month.

- Yes, include my photo in imprint. \$35.00 initial set-up fee.
- No, do not include my photo in imprint. \$25.00 initial set-up fee.
- Yes, please set-up my imprint like example.
- No, do not set-up my imprint like example. I have sketched out an example on back.
- Yes, Please handle my mailing and set-up my database digitally for a charge of 25¢ per name.

A. \$ \_\_\_\_\_

## FULL SERVICE MAILING PROGRAM

If your time is better spent listing and selling let us handle your mailing and database work. Full service includes:

- 3-Color Handi-Hints Newsletter
- Folding to 5-1/2 x 8-1/2
- Generate mailing labels from your database
- Affixing labels to newsletter
- Tie, bundle by zip code for mailing
- Completion of postal forms
- Delivery of newsletters to Post office
- Payment of bulk rate postage and permit

Send us your database digitally on diskette (ASCII, .DBF, etc.)

Additions to database incur a 25¢ per name charge. Updates and deletions are done at no charge.

For total package— 52¢ per newsletter postage paid

52¢ x no. of newsletters B. \$ \_\_\_\_\_

## SELF SERVICE MAILING, SHIPPED UPS TO YOUR OFFICE

Print and Regular Fold 21¢ ea.\* x no. of newsletters C. \$ \_\_\_\_\_  
(8-1/2 x 11)

or  
Print and Half fold 23¢ ea.\* x no. of newsletters D. \$ \_\_\_\_\_  
(5-1/2 x 8-1/2)

\*Plus Shipping and Handling. We ship your newsletters at a rate of \$8 for the first 200 and \$1 for each additional 100.

MINIMUM ORDER 200 NEWSLETTERS.

TOTAL FROM LINE	A. _____
	B. _____
	C. _____
	D. _____
ADD YOUR LOCAL SALES TAX	_____
TOTAL \$	_____

# PAYMENT METHODS

Payment may be made by personal check, business check or credit card. All orders and changes must be received in our office no later than the 5th of the month preceding the next issue. Example: to receive the November issue, your order must be received by our office by October 5. After initial newsletter we'll send an invoice at the end of each month, payment should be received by the 10th of the following month. Newsletters will be shipped between the 15th and 20th of each month. Please add all totals from front page and include your local sales tax. Make checks Payable to *The Publishing Company, Inc.* Your payment should be accompanied by your logos, photo, message, and any other artwork we may need to build your imprint with. Please Mail or Phone in your order.

The Publishing Company, Inc.  
P.O. Box 2768  
Humble, TX 77347  
1-800-231-7313

TOTAL FROM FRONT PAGE \$ \_\_\_\_\_

MAKE SURE THE FOLLOWING ITEMS  
ARE INCLUDED. CHECKLIST:

Please Charge Total to My: (Check One)



Card Number \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Please accept my Personal or Business Check for total:  (Check Enclosed)

- Photo
- Logos
- Payment

## PLEASE SKETCH YOUR EXAMPLE HERE: