



CITYMAIL USA

77 WALNUT STREET
UNIT 11
PEABODY, MA 01960
info@citymailusa.com
(978) 587-2051

JOB ORDER FORM

JOB# _____

citymailusa.com

Company Name: _____

Job Order Date: _____

Contact Name: _____

Mail By Date*: _____

Contact Tel #: _____

*PLEASE NOTE: MOST MAILINGS REQUIRE 3 DAYS TURNAROUND AFTER ALL COMPONENTS ARE RECEIVED. LARGE QUANTITIES, HAND LABELING, COMPLEX MATCHING AND MERGING MAY REQUIRE MORE TIME

Job Description: _____

Total Pieces Being Mailed: _____

NCOA (NATIONAL CHANGE OF ADDRESS): YES NO

Duplicates: Don't Check Mail Multiple Names Per Address De-Dupe

International Records: YES NO # _____

Stock Type:

- No Stock Self Mailer Postcard Oversized Postcard
- #10 Envelope #10 Window Envelope 6x9 Envelope 9x12 Envelope
- Personalized Letter (Mail Merge)

Inserts # _____ **Tabbing** # _____ **Folding** (Type: _____)

Is there a CODE/ID# in your database that should appear on mailing piece? YES NO

Tagline Text: _____

- Mailing Class**
- 1st Class (NO PRESORT/FULL RATE) 1st Class Presort Barcode 1st Class Presort NO Barcode
 - Standard Barcode Standard NO Barcode
 - Nonprofit Barcode Nonprofit NO Barcode

Postage:

- The mailing piece has a permit # printed on it Please print permit # on the mailing piece
- Please use CITYMAIL's permit # Please affix postage with CITYMAIL's meter
- Other _____

Payment Type:

- Check:** Is Enclosed Will be mailed on/by: ___/___/___
- Bank Transfer**
- Credit Card**

Overs:

- Recycle Send Back

Please go to citymailusa.com/methods-of-payment to download credit card authorization form