



delivering information @ the speed of technology®

2627 East I-44 Service Rd.
Oklahoma City, Oklahoma 73111
Phone (405) 478.9000
Fax (405) 478.8315

DIRECT MAIL REQUEST FORM

INSERTS

(Specifications)

- 1) Then insert should be on at least 20lb. paper (24lb. would be better)
- 2) The minimum size must be 5 1/2 inches long by 3 inches wide.
- 3) The maximum size is 8 1/2 inches by 11 inches to be folded into 1/3rds.
- 4) Inserts should be folded in a "C" fold format not a "Z" format.
- 5) The insert surface should be smooth.
- 6) No magnetic materials pasted on paper insert.
- 7) All of the same inserts should be cut consistently, length and width.
- 8) All inserts shipped to MSI should be banded together or tightly packed and not loose in shipping container.
- 9) 11 X 17 or larger can be folded down to size. (It has to be really thin.)

DIMENSIONS FOR INSERTS

- 1) Height ----- 3.67 inches (min) to 5.5 inches (max)
- 2) Width ----- 4 inches (min) to 8.5 inches (max)

ORDER FORM

Charges for folded pieces i.e. newsletters and other printed and folded material.

Date:

Quotation #:

Customer ID:

What kind of paper?

Gloss (slick) or Matte (inkjet printable)

(the lay out? best to pick-up a copy if available)

What does the piece look like?

(need to see postage permit and address area?)

If already printed...

How is data to be sent and format of data?

What type of mailing?

Permit Meter Physical Presort

How will it be folded (size)?

Quantity to be mailed?

Comments or special instructions:

Face of piece should be clean with exception of Postage (for metering or preprinted) area on upper right corner with return address no larger than 2 1/2 deep x 3 3/4 wide in upper left corner.

If you have any questions concerning these questions, please contact us at support@myriadsystems.com or call (405) 478-9000

PLEASE CONTACT CUSTOMER SERVICE FOR PRICING

ph. (405) 478-9000

fax (405) 478-8315

THANK YOU FOR YOUR BUSINESS!