



**ORDER & AGREEMENT FORM**  
**ALLPRO PRINTING & DIRECT MAIL**  
**11626 PROSPEROUS DRIVE**  
**ODESSA, FL 33556**  
**PHONE: 888.679.0255 or 727.375.1502**  
**FAX: 727.499.7999**

ALLPRO REPRESENTATIVE: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

**CLIENT INFORMATION:**

CLIENT NAME: \_\_\_\_\_

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

COMPANY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

ASSISTANT OR ALTERNATE CONTACT NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**Seminar Mailing Formats**

**Wedding Style Package (6X9 formal):** *(Package includes invitation, tickets, business reply card.)*

- Time  Map  Elegant  Globe  Country Road  Campfire  Elegant Premium (Gold or Silver)

**#10 Full Window Package:** *(Package includes letter, tickets, business reply card.)*

- Patriot  Map  Globe  Contemporary  Pen  Rush Express  Info Express  Border (Green, Red, Blue)  
 Modern (tickets attached)  Certificate of Authenticity

**6 x 9 Full Window Package:** *(Package includes letter, tickets, business reply card.)*

- Patriot  Map  Time

**Rush Express Package:**

- Patriot  Map  Globe  Contemporary  Pen  Rush Express  Info Express  Border (Green, Red, Blue)

**Postcards:**

- 4 .25 X 6     5.5 X 8.5     Other \_\_\_\_\_

**Self Mailers:**

- Small 8.5 X 14     Large 8.5 X 16     Reply Card Self Mailer

**Client Option:** Substitute the business reply card where offered with a "Bio" or "Tax Card" -  Yes  No

**Postage Type:**  STANDARD - 3<sup>RD</sup> CLASS MAIL     1<sup>ST</sup> CLASS (.12 EXTRA)



**ADDITIONAL PROJECT INFORMATION:**

- RETURNING CUSTOMER:**  Use my previous invitation, except for dates or minor changes – new information will be provided.  
 Completely **NEW** or **ADJUSTED** text.

**NEW CUSTOMER:** **Seminar Title:** \_\_\_\_\_  
*(This title will be used on your mail piece and RSVP set up.)*

**WILL THE CUSTOMER PROVIDE A DO NOT MAIL LIST?**  **YES**  **NO**

PLEASE PROVIDE YOUR DO NOT MAIL LIST IN ADVANCE TO INSURE PROPER MAIL LIST PROCESSING.

**CERTIFICATIONS: (CHECK ALL THAT APPLY):**  **CFP**  **ChFC**  **CLU**  **LUTCF**  **CSA**  
 **OTHER:** \_\_\_\_\_

**RETURN ADDRESS: (TO BE PRINTED ON YOUR MAILER)** \_\_\_\_\_  
\_\_\_\_\_

**RSVP SET UP INFORMATION:** (PLEASE NOTE: ONCE WE HAVE SET UP THE DEFAULTS FOR YOU, WE WILL EMAIL YOU YOUR USERNAME AND PASSWORD INFORMATION SO YOU CAN ACCESS YOUR ACCOUNT AND CUSTOMIZE THE SCREENS AND OTHER SECTION SUCH AS SCRIPTING TO SUIT YOUR SEMINAR NEEDS.)

**SEMINAR #1:** **DATE OF SEMINAR:** \_\_\_\_\_ **DAY OF THE WEEK:** \_\_\_\_\_  
**LOCATION:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_  
**START TIME:** \_\_\_\_\_ **AM OR PM**

**SEMINAR #2:** **DATE OF SEMINAR:** \_\_\_\_\_ **DAY OF THE WEEK:** \_\_\_\_\_  
**LOCATION:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_  
**START TIME:** \_\_\_\_\_ **AM OR PM**

**SEMINAR #3:** **DATE OF SEMINAR:** \_\_\_\_\_ **DAY OF THE WEEK:** \_\_\_\_\_  
**LOCATION:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_  
**START TIME:** \_\_\_\_\_ **AM OR PM**

**SEMINAR #4:** **DATE OF SEMINAR:** \_\_\_\_\_ **DAY OF THE WEEK:** \_\_\_\_\_  
**LOCATION:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_  
**START TIME:** \_\_\_\_\_ **AM OR PM**

**MAILING LIST INFORMATION:**

**IMPORTANT: Forms must be completed and faxed to us a minimum of 28 days prior to your 1<sup>st</sup> seminar date. 38 days for the West Coast.** Upon receipt of this order form, we will provide your counts. Final count approval must be obtained **prior** to final production approval.

*Please fill out this section and submit by fax or e-mail. We will return your counts per your criteria below. We recommend doing an initial radius search for your first list research report.*

**AGE:** Please provide us with the age requirements for your mailing. Age information comes in increments of 2 years. (I.e. 54-55)

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**INCOME INFORMATION:** Choose the income information that best suits the needs of your mailing. Please take notice of the additional costs for certain selections. Thank you.

**ESTIMATED HOUSEHOLD INCOME:**  \$20,000-29,999  \$30,000-39,999  \$40,000-59,999  \$60,000-69,999  
 \$70,000-79,999  \$80,000-89,999  \$90,000-99,999  \$100,000+  OTHER: \_\_\_\_\_

**ADDITIONAL SELECTIONS:**

**NETWORTH:** (Net worth information is an additional 1.2 cents per name.) Net worth range: \_\_\_\_\_

**PRESENCE OF CHILDREN:** (Presence of children information is an additional 1 cent per name.)

Ages of children: \_\_\_\_\_

**HOMEOWNERS:**

**PHONE NUMBERS:** (Please ask us about our pricing for this feature. Please note you must have an active SAN ID #)

**OTHER:** \_\_\_\_\_

**ZIP CODES:**

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**OR:**

**PLEASE DO A RADIUS OF \_\_\_\_\_ MILES AROUND ZIP CODE:** \_\_\_\_\_

**ADDITIONAL INFORMATION:** \_\_\_\_\_

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**PLEASE NOTE:** I acknowledge and agree that ALLPRO Printing is not responsible for the delivery of the mail by the USPS. I will not hold ALLPRO responsible for the inability of the USPS to deliver the mail for **any** reason including weather related delays.