

MAILOUT ORDER FORM

CONTACT DETAILS			
FIRM:		INVOICE NO.:	
CONTACT NAME:		OFFICE USE ONLY:	
CONTACT NUMBER:		TODAY'S DATE:	
MATTER NO.:		MATTER NAME/REF NO.:	
ADDRESS:		EMAIL:	

ORDER DUE DATE	ORDER DUE TIME	NO. OF MAILS
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MATERIAL SUPPLIED <small>(Please specify quantity for each type of material)</small>			
ENVELOPES (QTY)	ENVELOPES (SIZE)	LABELS	OTHERS

MAILOUT INSTRUCTIONS			
GENERAL PRINTING	ALL DOCUMENTS	AS PER INSTRUCTIONS	OTHER
IMAGING	SINGLE-SIDED	DOUBLE-SIDED	OTHER
PAPER SIZE	A4	A5	OTHER
COLOUR	COLOUR	AUTO COLOUR (EXACT COPY OF ORIGINALS)	
	BLACK & WHITE	PHOTOGRAPHS, GRAPHS AND MAPS IN COLOUR	
ENVELOPE SIZE	DL PLAIN	C5 PLAIN	C4 PLAIN
	DL WINDOW FACED	C5 WINDOW FACED	C4 WINDOW FACED
	OTHER (SPECIFY)		

FINISHING INSTRUCTIONS			
STAPLES	YES	NO	OTHER
CLIPS	YES	NO	OTHER
FOLDING (DI Letters)	YES	NO	OTHER
LABELS (Addressees)	YES	NO	OTHER
RETURN LABELS ADDRESS	YES	NO	OTHER

MAILMERGE INSTRUCTIONS			
EXCEL SPREADSHEET SUPPLIED	YES	NO	NOTES
LETTER SUPPLIED BY CLIENT	YES	NO	NOTES
LABEL GENERATED INTERNALLY	YES	NO	NOTES
MAILMERGE NOTES			

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POSTAGE INSTRUCTIONS			
POSTAGE TYPE		REGULAR	PRIORITY
POSTAGE PAID STAMP		YES	NO
POSTAGE WITHIN AUSTRALIA		QTY	NOTES
INTERNATIONAL POSTAGE		QTY	NOTES
LODGEMENT AT AUSTRALIA POST		YES	NO

SPECIAL INSTRUCTIONS	

DELIVERY		
PRINT NAME (DELIVERED BY)		DELIVERY NOTES
PRINT NAME (DELIVERED TO)	SIGNATURE	DATE & TIME