

CLIENT CONTACT INFO

Company Name City of San Angelo
 Contact Name Jeremy Miller
 Address 72 W. College Ave
 City, State Zip San Angelo, TX 76903
 Phone/Fax (325)486-3798
 Email Jeremy.Miller@cosatx.us

DATAPROSE CONTACT INFO

Tracy Huffman
 DataProse
 1122 W Bethel Road, Suite 100
 Coppell, TX 75019
 Phone: 972-462-5426 Fax: 972-462-5428
 Email: thuffman@dataprose.com

Shipping Hours: Monday – Friday 8:00 am – 12 noon; 1:00 pm – 4:00 pm

Please complete this section regarding the inserts to be included along with your statements produced by DataProse. Once complete, please fax a copy of this form to your DataProse Representative. If at all possible, please also include a copy of the insert(s) that will be sent.

Insert Name 1 Recycle Flyer 2019	Insert Name 2	Insert Name 3
Begin Inserting: February 1	Begin Inserting On	Begin Inserting On
End Inserting On February 28	End Inserting On	End Inserting On
Expected Shipping Date and Quantity:	Expected Shipping Date and Quantity	Expected Shipping Date and Quantity
All Bills or Selective All Residential Bills	All Bills or Selective	All Bills or Selective
Recycle Date: N/A	Recycle Date	Recycle Date
Return leftover stock to N/A	Return leftover stock to	Return leftover stock to

INSERT CHECKLIST: DON'T FORGET TO...

- ◇ Please notify your DataProse Representative in advance that you will be shipping inserts for a given cycle
- ◇ Fax this form to your DataProse Representative with a sample of the expected bill insert
- ◇ Confirm that your insert mail-piece meets the DataProse Insert guidelines
- ◇ Verify the total insert mailed will exceed the total number of statements to be printed by DataProse
- ◇ Selective Insert Criteria needs to be defined a minimum of 10 business days in advance. Programming fees may be associated with the setup of your selective insert. Please discuss with your DataProse Representative
- ◇ **Mark each box with the expected quantity per box**
- ◇ **Include packing slip with total quantity shipped**
- ◇ Bundling of inserts is recommended. Paper banding is preferred in groups divisible by 50. Quantity per bundle must remain consistent through the entire shipment
- ◇ To minimize any damage to inserts, be sure to package boxes so that contents do not shift or more during shipment. Damage to inserts during shipping may result in refusal of shipment or a delay in the processing of inserts
- ◇ **Allow adequate time for delivery of shipment to our facility to prevent delays in delivery of mailing**