

MANUAL ORDER FORM



Please answer the following questions specifically and email your completed form to Sales@YellowLetterShop.com.

LETTER/POSTCARD CONTACT INFORMATION:

Letter/Postcard Name:

Letter/Postcard Phone:

RETURN ADDRESS

Return Name:

Return Address:

CUSTOMER DETAILS

Contact Person:

Company Name:

Contact Phone:

Contact Email:

Fax:

Website:

Business Address:

Shipping Address:

ORDER DETAILS:

	LETTERS	SMALL POSTCARD	LARGE POSTCARD
QUANTITY:			
POSTAGE TYPE:			
PAPER TYPE:			
PAPER COLOR:			
FONT TYPE:			
FONT COLOR:			
ENVELOPE TYPE:			
ENVELOPE COLOR:			
TEMPLATE:			

Additional Comments/Instructions and/or Special Requests:

STEPS TO COMBINE LISTS:

1. For each list, create a new column called "**orig_id**" (*Original ID*), and run a record count down to the last record in that list.
2. Then, for each list, create a new column called "**listname**" and copy the name of the list in that column.
3. Next, for each list, create a new column called "**letter**" or "**postcard**", depending on what you want to send to that list, where you will enter the name of the template that is to be used for each record in that list. **EXAMPLE:** You have a list for which you would like to use Letter1A, then enter "1A" in the new column called "letter" or you have a postcard list for which you would like to use Postcard1, then you would create the new column "postcard" and enter "pc1" for each record in that list. Repeat this process for all lists.
4. Then, combine all lists to which you would like to send a letter into one Master List for letters only. Repeat for postcards only.
5. Finally, attach the **Letter Master List** and/or **Postcard Master List** to this email and, if we don't currently have them, any new templates you would like to use for this order.