Our Sunday Visitor
Centennial Celebration 1912-2012
Continuing the Legacy - Serving the Church

SUBMIT

Special Mailing Deadline: October 7, 2012

*Account #*_____
*Parish Name*_____
_____
*Address 1*_____
*Address 2*_____
*City*_____ *State*____ *Zip*_____
*Phone*_____ *Fax*_____

❒ ***Check if you would like a proof emailed to you***

Receive a 25% discount when your complete order is received by September 14, 2012 (Design choice, Message, Package, Schedule, File, and Proof approval)

1. DESIGN CHOICES

Traditional
❒ English
❒ Bilingual

Stained Glass
❒ English
❒ Bilingual

Nativity
❒ (English only)

MESSAGE: ***if purchasing folder, letterhead or newsletter***

❒ A ❒ B ❒ C ❒ D ❒ Custom Message
Template available at osvoffertory.com
Signature Line should read:

❒ Typeset in script font ❒ Emailing signature

2. SPECIAL MAILING PACKAGES

(A minimum of 50 packages will be required.)

PACKAGE SELECTION:

❒ ***Check if you are renewing last year's package***

❒ **Package 1:**
Matching Folder, Offering Envelope, & Outside Mailer

❒ **Package 2:**
Matching Letterhead, Offering Envelope, & #9 Window Envelope

❒ **Package 3:**
Newsletter, Offering Envelope, and #9 Window Envelope

Add Additional Envelope

Immaculate Conception: ❒ Eng: H31 ❒ Eng/Span: 215
Solemnity of Mary: ❒ Eng: H27 ❒ Eng/Span: 211

❒ **Christmas Flower**: 468 Envelope Insert date ___/___/___

❒ **Add Mail-Back Envelope** to our package
(for those parishioners who wish to mail in their offering)

3. MAILING LIST DETAILS

Mail to: ❒ Active Parishioners ❒ Inactive Parishioners
❒ All Parishioners ❒ **New List Sent** ___/___/___

Approximate List Count: _____

❒ Add barcode ❒ Use Envelope No.
❒ Add box— 'I've given online'

Please Send: ❒ 1st Class (under 200 must go 1st class) - Allow 3 weeks from proof approval
❒ 3rd Class - Allow 4 weeks from proof approval

Ship week of:
❒ 11/19/12 ❒ 11/26/12 ❒ 12/3/12 ❒ 12/10/12 – must mail 1st class

**Please note, 3rd class mail may take up to 14 business days to deliver and 1st class mail can take up to 5 business days to deliver. Delivery times depend on location and Postal Processing centers.*

4. INSERT INTO PERIODIC MAILING ORDER

❒ Christmas Envelope ❒ Folder ❒ Letterhead
❒ Mail-Back Envelope
❒ Christmas Flower Envelope: 468 Insert Date___/___/___
Immaculate Conception: ❒ Eng: H31 ❒ Eng/Span: 215
Solemnity of Mary: ❒ Eng: H27 ❒ Eng/Span: 211

5. ADDITIONAL PRODUCTS

Items in bulk for use in your church, shipped directly to your parish. Please indicate quantity and whether you want them printed or blank in the space provided. Printed envelopes are ONLY available in quantities of 500 or more and will include: Church name, city, state, parishioner name line, envelope # line and address line.

Save $33 when you submit your message and mass schedule via our **online template** at **www.osvoffertory.com/smtemplates.aspx** **(Orders not submitted through the online template will incur a $33 setup fee.)**

Item Description	Bulk (increments of 50)
Immaculate Conception Env.: ❒ Eng - H31 ❒ Eng/Span - 215	Qty:_____ ❒ Printed ❒ Blank
Solemnity of Mary Env.: ❒ Eng - H27 ❒ Eng/Span - 211	Qty:_____ ❒ Printed ❒ Blank
Christmas Flower Env.: 468	Qty:_____ ❒ Printed ❒ Blank
Christmas Env.: Eng - ❒ 958 ❒ K89 ❒ 907 Eng/Span - ❒ 220 ❒ 236	Qty:_____ ❒ Printed ❒ Blank
Christmas Folder: Eng: - ❒ 888 ❒ K90 ❒ 908 Eng/Span - ❒ 221 ❒ 346	Qty:_____ ❒ Printed ❒ Blank
Christmas Letterhead: Eng - ❒ 889 ❒ K91 ❒ 909 Eng/Span - ❒ 222 ❒ 347	Qty:_____ ❒ Printed ❒ Blank
#9 Letterhead Window Envelope (Bulk only)	Qty:_____
Newsletter Bulk ❒ Traditional ❒ Stained Glass ❒ Nativity	Qty:_____ Printed Only

Office Use Only

NPA # or Date Applied: _____
❒ Early order discount
PAF Date: _____
MID# or Date Applied: _____
CRID# or Date Applied: _____
Order Approved By:
_____
Template used ❒ Yes ❒ No