

Novitex Enterprise Solutions

(Please select all services)

Customer Name: _____

Date Rec'd: _____

Department: _____

Due Date: _____

PO Box #: _____ **Phone:** _____

Date / Time started: _____

Index / Lawson Code: _____

Date / Time completed: _____

SERVICES WILL BE ELECTRONICALLY BILLED TO CODE ABOVE

Reference: _____

****If you are not certain about all services required, please contact 828.0060 or 828.3868 for assistance.****

Services Provided:

List & Database Processing

List Set-Up _____
CASS Certification _____
NCOA (Move Update) _____
Deduping _____

Hand Sealing (Includes all envelopes up to 10"x13") _____
8.5"x11" self mailer _____
Manual Sort & Bundling (letter size) _____
Manual Sort & Bundling (flat size) _____

Addressing / Inserting Services

Laser Letter Merge _____
Perfect Match (Manual) _____
Printing (Pressure Sensitive Labels) _____
Machine Labeling _____
Inkjet address (Letter) _____
Inkjet address (Flat) _____
Inkjet indicia _____
Inkjet return address _____
Inkjet "teaser" line _____
Standard Bulk Mail Prep
(and Delivery) _____
Inserting (manual / machine) _____

Finishing Services

Folding (manual) _____
Folding (machine) _____
Tabbing _____
Collation (hand / machine) _____
Misc. _____
Job setup: _____
Rush Job: (25% of total job cost) _____
Affix Stamps (manual) _____
Affix Stamps (machine) _____