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Job Name:	Mail Piece:
Order Received:	Mail Date:
	Sales Rep:

CONTACT INFORMATION

Name:	Company:	FMO:
Email:	Office #:	Mobile #:
Address:	Asst. Contact Info:	

MAILER & LIST INFORMATION

Mail Piece: (Tab all Self Mailers)	Inserts:	Envelope Type:	Postage Class:	Postage Type:	Non-Profit:
CBF: <input type="checkbox"/>	Quantity:	Return Address for Envelope:	1st Class <input type="checkbox"/>	Std. <input type="checkbox"/>	Stamp <input type="checkbox"/>
List #:	List Amount:	Mailing Amount:	Filters:	Suppress Against:	
Zips/ Radius:					

RESERVATION INFORMATION

TeleDirect #	Confirmation Calls:	Call Recording:	Using Own #
Greeting:	Ending:	Custom Questions (Limit 2):	
		1.	
		2.	
Menu on Mailer <input type="checkbox"/>	Menu:		
Menu on TeleDirect: <input type="checkbox"/>			

SEMINAR INFORMATION

Date	Time	Venue	Address	Meal	Seats

MAILER NEEDS (Provide any needed info in box below)

NOTES

SECURITIES DISCLOSURE OTHER DISCLOSURE COMPLIANCE PERMIT NUMBER LICENSE NUMBER

Financial Seminar Services Terms and Conditions

LISTS

Mailing lists may not reach 100% of the targeted population in any or all zip codes. All age and income information used to process this mailing list may be derived by utilizing self reported information, census data, as well as projected data based upon formulas and other unique sources. We cannot check other zip codes being mailed and do not offer exclusive territories. Lists are not 100% accurate because all information and demographics are inferred. Financial Seminar Services is not responsible for individuals who may receive your invitation even though you asked for them to be removed.

RESULTS

We cannot be responsible for the results of a particular mailing due to the number of factors not under our control. Past performance is no guarantee of future results. Financial Seminar Services assumes no responsibility or liability for non-delivery of invitations once they have been deposited to the US Postal Service (USPS).

PAYMENT

If a submitted credit card is declined or invalid, a \$30 processing fee will be added to your invoice.

COMPLIANCE

It is your obligation to ensure that your mailer/invitation/materials are in full compliance with all applicable state and federal laws, rules and regulations. This includes the word Social Security and any Social Security images. It is your responsibility to get approval from the seminar venue to use their logo and pictures. Financial Seminar Services assumes no responsibility for the content of your mailer or compliance with applicable laws.

DIRECT MAIL MATERIALS

All materials, layouts and designs are copyrighted or trademarked by the provider. Use of any copyrighted materials is strictly prohibited without express written authorization for a specific use. Customer assumes all responsibility for all content and/or typographical errors, after approval.

MAIL DELIVERY

You cannot hold us responsible for mail delivery or delays caused by the USPS. Bulk Rate postage sometimes causes a very small percentage of mail pieces to be delivered late or earlier than anticipated. You may choose to mail First Class at a higher cost, for a 3-7 day delivery. Neither Financial Seminar Services, nor the USPS guarantees delivery times. Financial Seminar Services is NOT responsible for any delays caused by acts of nature.

ORDER CANCELLATION AND POSTPONED ORDERS

Any order cancelled or postponed will incur a \$750 cancellation fee plus any incurred costs. In the event that collection becomes necessary, the customer agrees to pay all collection expenses, attorney's fees and court costs, plus legal interest on the past due balance.

APPLICABLE LAW

Financial Seminar Services products and services are created and controlled by the Company in the State of Texas. As such, the laws of the State of Texas will govern these disclaimers, terms, and conditions, without giving effect to any of the principles of conflicts laws. By use of the venue of state or federal courts located in Harris County in the State of Texas and agrees to accept service of such suits, if any by Certified Mail, Return Receipt Requested. In no event shall Financial Seminar Services damages with respect to any individual mailings exceed the amount paid to Financial Seminar Services for such mailings. I agree that Financial Seminar Services shall not be responsible for any consequential damages.

Signature: _____

Date: _____

By signing above you agree to our terms and conditions.

*******DO NOT FILL OUT INFO BELOW. FOR PRODUCTION ONLY*******

DNM list to scrub:		NCOA:		Purchased list order #:		Mailing Amount:		State Mailing to:			
Mail Piece: <i>(Tab all Self Mailers)</i>			Inserts:		Envelope Type:		Postage Class: 1st Class <input type="checkbox"/> Std. <input type="checkbox"/>		Postage Type: Stamp <input type="checkbox"/> Indicia <input type="checkbox"/>		Non-Profit:
CBF: <input type="checkbox"/> Quantity:		Extras: <input type="checkbox"/> Quantity:			Address for Extras:						
Return Address for Envelope:					Seed: Always Seed: Nohemy Conant: 20103 Aldine Westfield Road, Suite B, Humble TX, 77338						
Notes:											