



FORD THEATRES

FAX COMPLETED FORM TO 310.970.8046

KES MAIL, INC.
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HAWTHORNE, CA 90250-4810

CONTACT: AIMEE DIEP
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MAILING & POSTCARD SERVICES ORDER FORM

Participant Name: _____
Contact Name: _____ E-mail: _____
Phone: _____ Ext: _____ Fax: _____

MAILING OPTIONS

Mailing Class: First Class (1-3 days delivery by USPS) Nonprofit (3-10 days delivery by USPS)

Mailing List (Check all that apply, please select from attached list.)

SAMPLE African American 2006, 2007 & 2008

FORD ticket buyer discipline list(s) to use:

- African American Choral Family BWF Pop
- Asian Circus Film Theatre
- Bluegrass Classical Gay/Lesbian World Culture
- Cabaret Comedy Jazz
- Chamber Music Dance Latino

Use my participant mailing list on file.
 Use additional mailing list. (please list the file(s) _____)

Extras: UPS me _____ (QTY) postcards
 I will pick up _____ (QTY) postcards

MAILING LIST GUIDE SUBMISSION

IMPORTANT: LIST PREPERATION GUIDELINES

1. Prepare your mailing list as an excel document. (Please no word docs)
2. Your column layout out needs to be as shown below.
3. E-mail your file to aimeed@KESMail.com
4. Please put your participant name in the subject line of your e-mail and include your contact information, address and phone number in the body.

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Company	First	Last	Street Line 1	Street Line 2	City	State	Zip/Postal Code
(when available)	(Or Full Name)			(when available)	(Or City, State, Zip/Postal Code)		

PAYMENT INFORMATION

VISA MASTERCARD AMEX DISCOVER

Credit Card # _____ Expiration Date: _____

Credit Card Address: _____ City: _____ State: _____ Zip: _____

Authorized Signature: _____ Print Name: _____

PLEASE NOTE: INVOICING IS DONE ON THE ACTUAL NUMBER OF CARDS SENT AND INCOMPLETE ADDRESSES WILL NOT BE SENT.