

PRINTING & MAILING FORM

Non-Membership/Event Mailing

Class: _____ Date: _____

Contact Name: _____

Day/Phone: _____ Fax: _____

Email: _____

Title of Mailing: _____

Target Mailing Date: _____ (allow at least three weeks for processing)

Type of Mailing:

- Invitation Thank You Communication Only to classmates
 Book Project LH/ENV only Other: _____

Mailing should be sent to:

- Entire Class Alumni Only Alumni Non-Degreed (select one)
 Current Duespayers
 Current Duespayers and Last years Duespayers
 Current Duespayers and Current Donors
 Classmates in these regions: _____
 Other: _____

Type of Design:

- Letter on your class letterhead
 Envelope #10 window #10 regular 7.5 x 10.5 booklet
 Student Book Project (letter and envelopes) template letter new text from volunteer
 Invitation (self-mailer)
 Invitation (uses outside envelope and RSVP Card)
 Postcard (select one) 4 x 6 (.26 postage) 5 x 7 or larger (.41 postage)
 Flyer (select one) Self-Mailer Use an outside envelope
 Newsletter Electronic Paper
 Email
 Other: _____

Colors:

- 1 color 2 color (Black and Red) 4 color

Postage:

- 1st Class 3rd Class Bulk Book Rate

Method for receiving DRAFT of the mailing:

- US Mail UPS Fax Email as an attachment

Additional Information:

Mail or Fax to: Cornell University, Class & Reunion Programs, Alumni House,
626 Thurston Avenue, Ithaca, NY 14850-2490 or Fax to: 607-255-7533