



# Order Form

Initial quarter's payment must accompany order form

Please note: Your subscription will auto-renew each quarter until you notify PlanetNewsletter via email that you no longer wish to subscribe: order@planetnewsletter.com

**YOUR CONTACT INFORMATION** (SUPPLY ONLY THE INFORMATION YOU WISH TO APPEAR IN YOUR NEWSLETTER. YOU WILL RECEIVE A PDF PROOF.)

Name \_\_\_\_\_ Designations/Affiliations, if any \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Other \_\_\_\_\_

Email \_\_\_\_\_ Web \_\_\_\_\_

Social Media \_\_\_\_\_

Company/Agency \_\_\_\_\_

<b>PRINTED NEWSLETTERS</b> <i>Minimum is 100 per quarter, whether mailing through us or if shipped to you. You may do both.</i>										
Choose a newsletter format	Option #1 tri-fold with reply card; wafer seal		Option #2 8.5 x 11 with reply card; no seal		Option #3 8.5 x 11 no reply card; no seal		Option #4 8.5 x 5.5 Postcard		All prices are USD	
	100-249	250+	100-249	250+	100-249	250+	100-249	250+	PRICE EACH	PRINT TOTAL
Price each (based on option/qty)	\$1.95	\$1.60	\$1.55	\$1.20	\$1.35	\$1.00	\$0.50	\$0.40		
Enter Number to print ▶									X	=
Postage (if mailing through us)	Postage Each		Postage Each		Postage Each		Postage Each		POSTAGE EACH	POSTAGE TOTAL
	\$0.40		\$0.60		\$0.60		\$0.40			
Enter Number to mail ▶									X	=
ADD Mailing list processing fee, if mailing through us (\$10)									\$10	▶
ADD Shipping for any shipped to you (use chart)	1-249		250-499		500-1000		1001+			
	US		US		US		US		▶	
	\$12		\$24		\$36		CALL			
<b>eNEWS</b> <i>PDF sent to you, or PDF + HTML newsletter sent to you.</i>										
<input type="checkbox"/> PDF only Add base price + one-time setup <b>OR</b> <input type="checkbox"/> eNews HTML (includes PDF) Add base price + HTML + one-time setup	<b>BASE PRICE</b>		<b>HTML</b>		<b>QUARTERLY eNEWS TOTAL</b>		<b>ONE-TIME SETUP FEE</b>		<b>1st QUARTER eNews TOTAL</b>	
	\$40	+	+\$100			+	+\$40	=		
<b>ORDER TOTAL</b>										

add all in this column

**PAYMENT METHOD**

Orders will be processed only if payment is received.

- Credit card (charged prior to each issue until order is canceled)
- Visa  MasterCard  American Express  Discover

Name/Co. on card \_\_\_\_\_ Card # \_\_\_\_\_

Signature \_\_\_\_\_ Exp. date \_\_\_\_\_

**SILVERPLANET will appear on your card statement as the vendor**

Please note: Your subscription will auto-renew each quarter until you notify PlanetNewsletter via email that you no longer wish to subscribe. All changes must be received prior to the closing dates. Changes may be submitted via email to order@planetnewsletter.com.

Email your completed form, along with your photo .jpg and your mailing list (if applicable) to order@planetnewsletter.com; Questions? Call: 1-608-833-4544