

# BIRDIES FOR CHARITY ORDER FORM



Print Communication  
& Branded Media  
[www.print1step.com](http://www.print1step.com)

\* Charity Name: \_\_\_\_\_

\* Bird Number: \_\_\_\_\_

*\*This information will be printed on your charity's forms.*

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Charity's Billing Address: \_\_\_\_\_

Street

City

State

Zip Code

To avoid being taxed, please send copy of tax exempt form with your order, if applicable.

## OPTION 1 – PRINTING ONLY:

2-Sided Birdie Form, Printed in Full Color with Charity Name & Birdie No., Folded

Qty 50 - 499	\$0.60/Form
500 - 999	\$0.48/Form
1000 - 1499	\$0.37/Form
1500 - 1999	\$0.37/Form
2000 - 2999	\$0.36/Form
3000 & Up	\$0.29/Form

Print Quantity: \_\_\_\_\_

## OPTION 2 – MAILING OF PRINTED FORMS:

Mail in No. 10 Envelope with Charity's return address printed in black ink.  
Please send a high resolution pdf logo & the return address.

- Minimum Qty 200
- Listed price does not include cost of postage.
  - STD Bulk approximately \$0.28-\$0.30/Letter
  - STD Bulk Non-Profit approximately \$0.16/Letter
    - Charity must be registered as non-profit with the USPS and provide the USPS non-profit authorization number
- Provide mail list as Excel spreadsheet formatted with the following columns:
  - First Name | Last Name | Business Name | Address Line | City | State | Zip Code

Qty 200-499	\$0.65/Letter + Postage
500-999	\$0.33/Letter + Postage
1000 - 1499	\$0.25/Letter + Postage
1500 - 1999	\$0.22/Letter + Postage
2000 - 2999	\$0.21/Letter + Postage
3000 & Up	\$0.19/Letter + Postage

Mail Quantity: \_\_\_\_\_

\*Minimum order amount \$50.00

*When notified that your order is ready to be picked up, please pick it up at:  
One Step | 806 W 4th Street | Davenport, Iowa between 8:00am - 4:00pm.  
Stop at the first set of double doors and ring the doorbell.  
Please bring your check made out to One Step.*

Please email completed form to  
[karenk@print1step.com](mailto:karenk@print1step.com) | 563.322.4393