✉ Mail Shot Enclosure **Request Form**

Title _____

_____

Purpose _____

_____

Size   No. Items [ ]   Total number of pages [ ]   A4 [ ]   A5 [ ]

Other (Specify) _____

Distribution & Dispatch

▸ This material **can be folded?** *(Please tick the box to the right, if Yes)*   [ ]

NB - If the material can be folded a significant saving on Postage costs can be achieved. C4 envelope costs €1.03 to frank while C5 costs 59c to frank. e.g. 3000 @ €1.03 = €3090.00 whereas 3000 @ 59c = €1770.00

Select Target Group	✓
Members	[ ]
Non-email Members	[ ]
PC Holders	[ ]
Non-email PC Holders...	[ ]
Firms	[ ]
Firms + Industry	[ ]
Other (Specify)	[ ]
Exclude International	[ ]
Non-Solicitor Executive Staff Members	[ ]

Select Dispatch Options		✓
Addressing	**Envelopes**	
1.		
2. **Mail Merge**	**C5 Window**	
	C4 Window	
3. Data File	C5 Plain	
	C4 Plain	
4. Labels	C5 Plain	
	C4 Plain	
Preferred: Mail Merge to C5 Window *		

NB - Mail Merge to a C5 windowed envelope is preferred and will be accepted as the default if no option is selected, but should you have reason to choose another **Dispatch Option above, you must provide justification for your decision below.*

_____

_____

Deadline

Last Date for Dispatch**   ___ / ___ / _____

** By getting material to the Dublin Mail Centre at least 2 days in advance of the required date of issue significant savings can be made on the postage rate (An Post Deferred Processing Before Noon Scheme). e.g. 3000 @ 59c (normal rate) = €1770.00 whereas 3000 by Deferred Processing @ 48c = €1440.00.

If time critical / sensitive - why?   _____

Alternatives

If item cannot be included with other items state why: _____

_____

If item cannot be included with the Gazette, state why: _____

_____

Initiator's Name: _____   Date: ___ / ___ / _____

Authorisation

Department Head: _____

Director General / Deputy: _____

Attach Copy / Proof of Item for Dispatch