

TO: \_\_\_\_\_

FROM (COMPANY): \_\_\_\_\_

FROM (NAME): \_\_\_\_\_

CITYMAIL, Inc.  
MAIL MERGE INFO SHEET  
(CIRCLE WHERE APPROPRIATE)  
FAX BACK TO 617-561-7631

How many pages in your merge letter \_\_\_\_\_

Do we print back-to-back or one sided?

B/B      1/S

Will we scan your signature?

(please send two samples of signature, black ink on white background)

YES      NO

Do letters contain same body or are there changes?

SAME      CHANGES

Do any codes, phone numbers or ID#'s appear in letter address?

YES      NO

Explain: \_\_\_\_\_

Are you supplying PC or Mac disk?

PC      MAC

Other Helpful Tips:

Do not merge letter w/ database because:

-We must work w/ database separately.

-It is easier if we start from scratch.

Try to avoid unnecessary formatting

Please initial \_\_\_\_\_