

SmartBill Insert Request Form

Today's Date

Company/Organization Name:

Insert Contact (Name):

Insert Contact (Phone #):

Insert Name (description):

Is Insert Selective (give details): Yes No

Paper Size (choose one):

8.5 x 11 8.5 x 14 11 x 17 8.5 x 3 2/3 (1/3 page)

Format (choose one): One (1) sided Two (2) sided

Print: Black/White Color

Paper Color: White Color

Quantity Needed:

Please include the Date or Dates of the Cycles to insert with: (If not applicable please write N/A on line)

Regular bills
Delinquent bills
Finals
Other

What's to be done with any leftovers (choose one):

Recycle Return

(If returned please include a physical address to ship to)

Address: