

Bulk Mailing Request Form

Please complete and return to your Office Manager with a copy of your mailer for approval.

Date: _____

Name: _____

Project Name: _____

How many pages? _____ Quantity: 100 250 500
 1000 2500 5000 *Other Qty: _____
*May increase print cost

Envelope size (circle one): • Standard • 9x12 • Other:

Postcard size (circle one): • 5.5x8.5 • 4x6 • Other:

Date you would like mailer to go out: _____

Bulk mailing will be done on a first come first serve basis. Depending on workload, mailing could take up to five days for completion.

-FOR OFFICE USE ONLY-

*Print Quantity: _____

*Visit www.gotprint.com for quantity breaks and price estimates.

*Print Cost: _____

Broker: (-) _____

Mailing Quantity: _____

Mailing Cost @ \$0: _____ = _____

(Standard rate \$0.51; 4x6 postcard \$0.36. *Discounts may apply with use of the postal meter*)

Broker: (-) _____

Listing agreement on file

Property listed on Loopnet

Total Broker Cost: (-) _____

Broker will be invoiced.
Shipping & taxes not included

Total NAI Capital Cost: _____

Manager's Approval _____ Date _____

Not Approved _____ Date _____

Please submit a copy of the approved bulk mailing form to marketing@naicapital.com to help coordinate projects.

Postcards

www.gotprint.com
Gloss coated cover w/UV
Color both sides

Quantity Ordered	4 x 6 (Standard)		5.5 x 8.5 (Broker to pay difference)		Difference Charged to Broker		6 x 11 (Broker to pay difference)		Difference Charged to Broker	
	Printing	Postage (each card)	Printing	Postage (each card)	Printing	Postage (each card)	Printing	Postage (each card)	Printing	Postage (each card)
100	\$ 19.20	\$ 0.36	\$ 39.74	\$ 0.51	\$ 20.54	\$ 0.15	\$ 56.10	\$ 0.55	\$ 36.90	\$ 0.19
250	\$ 32.40	\$ 0.36	\$ 72.46	\$ 0.51	\$ 40.06	\$ 0.15	\$102.30	\$ 0.55	\$ 69.90	\$ 0.19
500	\$ 48.00	\$ 0.36	\$ 84.15	\$ 0.51	\$ 36.15	\$ 0.15	\$118.80	\$ 0.55	\$ 70.80	\$ 0.19
1000	\$ 55.20	\$ 0.36	\$ 91.16	\$ 0.51	\$ 35.96	\$ 0.15	\$128.70	\$ 0.55	\$ 73.50	\$ 0.19
2500	\$ 97.44	\$ 0.36	\$158.95	\$ 0.51	\$ 61.51	\$ 0.15	\$224.40	\$ 0.55	\$126.96	\$ 0.19
5000	\$148.80	\$ 0.36	\$238.42	\$ 0.51	\$ 89.62	\$ 0.15	\$336.60	\$ 0.55	\$187.80	\$ 0.19

Prices updated/confirmed on 1/24/2021 - Does not include taxes and/or shipping fees. Postage may vary depending on postcard size. Please go to [USPS.com](https://www.usps.com) to confirm postage cost (meter rate) if larger than 4x6.

If the Bulk Mailing Request is approved, NAI Capital pays the cost to print and mail the **4x6 postcards only**. Broker will be invoiced for the extra printing and postage costs for 5.5x8.5 postcards or any larger size mailer.