



Checklist

Effective 1/1/09

940 Olive Street, Hoffman Estates, IL, 60169
office 630.213.MAIL (6245) toll free 800.624.5012 fax 847.885.0905
email: KBS@KBSmarketing.com website: www.KBSmarketing.com

WE'LL NEED THE ITEMS LISTED BELOW TO PROPERLY PROCESS YOUR ORDER:

FIRST WE WILL NEED YOUR . . .

- Order Form**
Please complete and sign to confirm your order. You can refer to the Price Chart for cost information.
- Worksheet**
We will be glad to assist you in completing the Worksheet which indicates the specifics for your program.
- Deposit**
Payment can be made by check (made out to KBS Marketing) or by credit card. If you are paying by credit card, please be sure to indicate the expiration date and the billing address. (we accept VISA, MC, AMEX and Discover)

THEN WE WILL NEED YOUR . . .

- Photograph**
You can email us either a JPG or a TIF in high resolution and full color, or mail us a hard copy which will be returned.
- Mailing List Addresses**
We accept hard copies faxed or mailed, or Excel, ASCII, DBF, CSV, TXT or Word format emailed - whatever is easiest for you. If you are submitting multiple lists be sure to identify each group.
- PAF postal form**
Form required by postal service allowing us to process and verify your mailing list.
- Home or Control Address**
We insist on including you on your mailing list to monitor the delivery of your mailings.
- Message Preferences**
You have several options for your monthly messages - catalog choices, custom layouts and/or referral messages. You can choose to be contacted monthly for your choice of current message, or if you prefer, establish an annual message schedule in advance.

AND WE COULD ALSO USE YOUR . . .

- Business Card**
Helpful for verifying your contact information.
- Company Logo**
If requested, we'll need the logo in a high resolution JPG or TIF along with specific PMS color/s.
- Marketing Materials**
Anything you may have used previously to promote yourself that you think may be helpful or pertinent.

Other _____