

RME Order Form 1 – Mailing Information

IMPORTANT: Forms must be completed and faxed or e-mailed to RME a minimum of 35 days prior to your 1st event date. 45 days for West Coast.



CONTACT INFORMATION

Company:			
Primary Contact:		E-Mail:	
Additional Participant:		E-Mail:	
Assistant Name:		E-Mail:	
Address:			
City:	State:	Zip:	+4:
Phone:	Fax:	Cell:	

Payment Note: RME will send you an invoice when list selections are placed. Payment is due 5 days before mail date.

YOUR MARKETING PACKAGE Preview samples at www.seminarsuccess.com/sampleinvites.htm

<input type="checkbox"/> Same as previous order:	<input type="checkbox"/> Same as previous order, but new invitation package:
Invitation Code:	Tickets: <input type="checkbox"/> 4* <input type="checkbox"/> 2 <input type="checkbox"/> 0 * 4 tickets are recommended
Envelope Color:	Inserts: <input type="checkbox"/> Bio Card <input type="checkbox"/> Other
Envelope Size:	Live Samples: Qty 5-10 live samples included. Additional fees for 25+.
Envelope Style:	Blank Samples: Qty Additional cost may apply
Quantity:	
Premiums: Additional cost may apply <input type="checkbox"/> Choose Gift <input type="checkbox"/> Dinner/Movie <input type="checkbox"/> Gas Card <input type="checkbox"/> Instant Gold <input type="checkbox"/>	

REPLY CARD INFORMATION Please check which reply card you would like to use.

<input type="checkbox"/> BRC – Business Reply Card <small>You pay postage with your Business Reply Permit</small>	<input type="checkbox"/> CRC – Courtesy Reply Card <small>Prospect uses their own stamp</small>
<input type="checkbox"/> Same as Above Address	<input type="checkbox"/> Other:

Company Name:		
Attn:		
Address:		
City:	State:	Zip:
BRC Permit #:	Zip+4: From permit paperwork - required for BRC	
City:	State of Origin:	

RETURN ADDRESS

<input type="checkbox"/> Same as above, if not please fill out below.		
Address:		
City:	State:	Zip:

POSTAGE

<input type="checkbox"/> Standard - standard invitation packages include 3 rd class postage.	<input type="checkbox"/> 1st Class Mail - Additional cost will apply
<input type="checkbox"/> Other:	<input type="checkbox"/> Enhanced Option - Live Stamp - Additional cost will apply and requires a return address.

Fax Order Forms to 813-889-4545 or Email to kw Walton@responsemail.com
Questions? Call Keir Walton @ 800-795-2773 x5494

INTERNAL USE ONLY

BMS ID:	RSVP #:
Split:	Mail Date:
Bus Div:	Notes:
RTB:	Sales Initials:

RME Order Form 2 – Event Information

IMPORTANT: Forms must be completed and faxed or e-mailed to RME a minimum of 35 days prior to your 1st event date. 45 days for West Coast.



Event 1	Date	Start Time	Restaurant:
MON			Address:
TUE*			City: State: Zip:
WED			Restaurant Website: <input type="checkbox"/> Use Logo
THUR*			Maximum # of Attendees Your Room Can Hold:
FRI			Meal: <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner* <input type="checkbox"/> Other
SAT			

Event 2	Date	Start Time	Restaurant:
MON			Address:
TUE*			City: State: Zip:
WED			Restaurant Website: <input type="checkbox"/> Use Logo
THUR*			Maximum # of Attendees Your Room Can Hold:
FRI			Meal: <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner* <input type="checkbox"/> Other
SAT			

Event 3	Date	Start Time	Restaurant:
MON			Address:
TUE*			City: State: Zip:
WED			Restaurant Website: <input type="checkbox"/> Use Logo
THUR*			Maximum # of Attendees Your Room Can Hold:
FRI			Meal: <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner* <input type="checkbox"/> Other
SAT			

Event 4	Date	Start Time	Restaurant:
MON			Address:
TUE*			City: State: Zip:
WED			Restaurant Website: <input type="checkbox"/> Use Logo
THUR*			Maximum # of Attendees Your Room Can Hold:
FRI			Meal: <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner* <input type="checkbox"/> Other
SAT			
<input type="checkbox"/> Is Event 4 an overflow date?			

**The best days to hold seminars are Tuesday and Thursdays followed by Wednesdays. Other days are not recommended. Dinner is the best meal option. A signed waiver may be required if RME's recommendations are not followed.*

RESERVATION SERVICE
<input type="checkbox"/> RME's Event Reservation Service All RSVPs will be accessible via the internet. You will be contacted via e-mail with your access information. E-mail address:
<input type="checkbox"/> RME's Reminder Call Service Live calls will be made starting 72 hours before each event to each person who has registered to attend. Three (3) attempts will be made to personally contact each person, live, before a voicemail message is left (if possible).
<input type="checkbox"/> My Own Reservation Number:

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RME Order Form 3 – Mailing List Research

IMPORTANT: Forms must be completed and faxed or e-mailed to RME a minimum of 35 days prior to your 1st event date. 45 days for West Coast.



Company: _____

Primary Contact: _____

LIST RESEARCH CRITERIA

Age:	to	Household Income:	\$	to	\$	OR					
		<input type="checkbox"/>	\$30K+	<input type="checkbox"/>	\$40K+	<input type="checkbox"/>	\$50K+	<input type="checkbox"/>	\$60K+	<input type="checkbox"/>	\$70K+
		<input type="checkbox"/>	\$80K+	<input type="checkbox"/>	\$90K+	<input type="checkbox"/>	\$100K+	<input type="checkbox"/>	\$125K+	<input type="checkbox"/>	\$150K+

SPECIAL FILTERS (May incur additional cost)

<input type="checkbox"/> Homeowner	<input type="checkbox"/> Net Worth: \$
<input type="checkbox"/> Loan to Value: \$	<input type="checkbox"/> Income Producing Assets: \$
<input type="checkbox"/> Home Value: \$	<input type="checkbox"/> Phone #'s (Requires SAN #):
<input type="checkbox"/> Other:	

ZIPS (We recommend doing an initial radius search for your first list research report.)

<input type="checkbox"/> Radius Search: Provide only 1 zip code	<input type="checkbox"/> 5 Miles	<input type="checkbox"/> 10 Miles	<input type="checkbox"/> 15 Miles	<input type="checkbox"/> 20 Miles
	<input type="checkbox"/> 25 Miles	<input type="checkbox"/> Out far enough to reach qty		

Zip Search: Provide zip codes for your mailing area

Desired mailing quantity (Required): _____ Invoicing will occur once final quantity is determined

ADDITIONAL SERVICES

<input type="checkbox"/> Additions	<input type="checkbox"/> Deletes	<input type="checkbox"/> Dedupe Request
<input type="checkbox"/> Previous Seminar Responders	<input type="checkbox"/> Corporate Scrubbing	

NOTES/INSTRUCTIONS:

DISCLAIMER NOTICES

By placing this order I acknowledge RME is NOT responsible for cross-over mailings between planners. We CANNOT check other zips being mailed and do not offer exclusive territories. Census tracts and other variables that make up a formula compile all major national lists. Lists are NOT 100% accurate because all information and demographics are inferred. Deliverability and accuracy can be anywhere in the 95% to 97% ratio. Lists rarely encompass 100% of the population of the zip codes. Like any other media RME does not guarantee direct mail results.

By placing this order I acknowledge and agree that RME, LLC. does not guarantee response rates, results, or delivery by the USPS. I will not hold RME, LLC. liable for mail which is delayed due to my lack of payment, written approvals or the inability of the USPS to deliver the mail for any reason including weather related delays.

By placing this order as a representative of my company, I/we agree to not duplicate in any way or form the Seminar Success Mailing Program, concept or any of its components protected under intellectual property of RME, LLC. © 2010.

Compliance Disclaimer: By placing this order Response Mail Express, (RME, LLC.), requires all clients to confirm, accept and verify that it is their responsibility to secure all industry related compliance approvals for any and all promotions and to meet or exceed all standards of ethical business practices when working with seniors. Clients further agree to hold RME, LLC. harmless for any and all fines, infractions or violations of the law regarding any and all direct marketing promotions. Client also agree that they are solely responsible for any costs incurred for this mailing.

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Customer Signature _____

Date _____