



## Direct Mail Service

2 West Deere Road  
 Elkhorn, WI 53121  
 (262) 723-6926 (800) 713-1650  
 Website: [www.accpublishing.com](http://www.accpublishing.com)  
 Email: [orders@accpublishing.com](mailto:orders@accpublishing.com)

### WHY USE OUR DIRECT MAIL SERVICE?

#### Save The UPS Shipping Charges!

- Saves You Time
- It's Fast ~ Quick ~ Easy
- Saves You \$\$\$
- Timely Delivery to your clients
- Save Aggravation
- More time to enjoy the Holidays

### WHAT DOES IT COST?

PRICING	
QUANTITY	PRICE PER CALENDAR
25-49	\$1.97
50-100	\$1.79
101 +	\$1.69

### MAY I ADD A LETTER TO MY CLIENTS?

### MAILING LISTS

### WHEN DO YOU NEED MY LIST?

### UPDATE YOUR MAILING LIST

### WHAT HAPPENS TO MY EXTRA CALENDARS?

### PAYMENT INFORMATION

### OUR DIRECT MAIL SERVICE PRICING INCLUDES:

- CASS (Certify Client Addresses)
- DPV (Delivery Point Verification)
- NCOA (National Change Of Address Data Base)**
- Your Return Address, Client Address, Sort and Barcode for Mailing
- Stuffing the Calendars in Envelopes and Sealing
- Postage
- Delivery to Post Office

### HOLIDAY GREETING LETTER:

- Special Holiday Greeting Letter From You to Your Clients
- White, Red or Green Paper, Printed in Black Ink or Full Color
- Your Signature can be added to Bottom of Letter
- Inserted With Calendar Into Envelope
- Cost: \$.18 Each Black Ink \$ .31 Each Full Color

### JUST EMAIL US YOUR (EXCEL FILE) LIST:

- Excel File Template available
- Let us know and we'll email the Template to you!

EMAIL Your Mailing list to [orders@accpublishing.com](mailto:orders@accpublishing.com) before OCTOBER 29th.  
**Lists must be here prior to 10/28/22 in order for USPS to deliver before end of year.**

ACC Publishing will email you your corrected list after running it through the National Change of Address Database! This is a great way to clean up your mailing list and the cost is only \$15.00. Call or email us to learn more about this service. [mike@accpublishing.com](mailto:mike@accpublishing.com) - (262) 723-6926

Any extra calendars are shipped back to you via UPS after your mailing has been sent.

We will use your payment information from your Wall Calendar or Desk Planner order.

**Your Account Will Be Charged 2-3 Days Prior to Mailing.**

**Disclaimer:** Delivery of your order to customers is the sole responsibility of the U. S. Postal Service. Any issues regarding the physical delivery of mail should be directed to your local post office. We respect your customer's privacy and pledge to take all reasonable steps to maintain the security, integrity, and privacy of your mailing list. ACC Publishing, LLC agrees not to reproduce, copy, or sell any portion of the mailing lists received through our Mailing Services.