

RELOCATION Notification Order Form

Client Information

YOUR NAME	MOVE DATE	/ /
YOUR COMPANY	PO# (MIDWEST ONLY)	

Please fill out this form. We will reply shortly with proofs.

New Address: _____

New Phone: _____ **New Fax:** _____

Postcard: Please select one of the themes below: _____

You may refer to the following pages for theme details.



A.



B.



C.



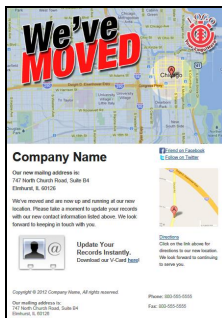
D.



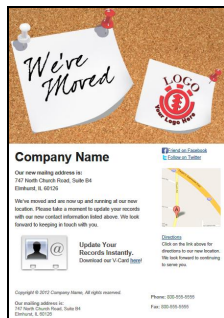
E.

E-blast: Please select one of the themes below: _____

You may refer to the following pages for theme details.



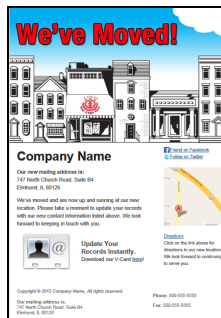
1.



2.



3.



4.



5.

Logo: ✓ Please provide a hi-res logo (.eps, .png, .pdf, .jpg).

✓ Please email logo file to info@midwestmoving.com

Contacts: ✓ Please export your contact database as a .csv or .xls file.

✓ Please email contact file to info@midwestmoving.com

Please return **pages 1 and 4** to info@midwestmoving.com OR Fax to **(847)593-7618**

Postcard A: Google Map

A personalized Google Map of your new location makes up the background of this visually striking notification postcard. Your contacts won't miss this!

- ✓ **Image & text highlight new location**
- ✓ **High-impact personalized greeting**
- ✓ **New contact info on front and back**
- ✓ **Space for your company logo**



Postcard B: Bulletin Board

A bulletin board background with Post-It style memos sets the tone for a playful yet professional postcard.

- ✓ **Fun and appealing**
- ✓ **High-impact personalized greeting**
- ✓ **New contact info on front and back**
- ✓ **Space for your company logo**



Postcard C: Elegant Awning

This postcard draws commands attention with the classic aesthetics of scrawled cursive script on aged parchment.

- ✓ **Classic design and layout**
- ✓ **High-impact personalized greeting**
- ✓ **New contact info on front and back**
- ✓ **Space for your company logo**



Postcard D: Downtown Awning

The eye is naturally drawn to the color contrast and striking lines of this unique notification template. A perfect fit for family businesses and storefronts.

- ✓ **Great hometown feel**
- ✓ **High-impact personalized greeting**
- ✓ **New contact info on front and back**
- ✓ **Space for your company logo**

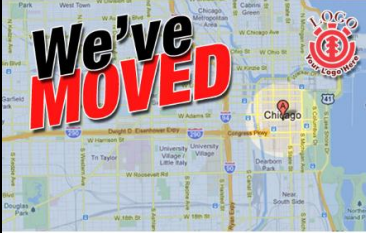


Postcard E: Update Your Records

Your new information graces the title portion of a vinyl LP on the front of this novel template. A very memorable option if you don't mind a little whimsy.

- ✓ **Striking visual message**
- ✓ **High-impact personalized greeting**
- ✓ **New contact info on front and back**
- ✓ **Space for your company logo**





We've MOVED

Company Name

Our new mailing address is:
747 North Church Road, Suite B4
Elmhurst, IL 60126

We've moved and are now up and running at our new location. Please take a moment to update your records with our new contact information listed above. We look forward to keeping in touch with you.

[Update Your Records Instantly.](#)
Download our V-Card [here!](#)


[Directions](#)
Click on the link above for directions to our new location. We look forward to continuing to serve you.

Copyright © 2012 Company Name, All rights reserved. Phone: 800-555-5555

Our mailing address is:
747 North Church Road, Suite B4
Elmhurst, IL 60126

Fax: 800-555-5555

E-blast 1: Google Map



We've Moved

Company Name

Our new mailing address is:
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Our mailing address is:
747 North Church Road, Suite B4
Elmhurst, IL 60126

Fax: 800-555-5555

E-blast 2: Bulletin Board



We have Moved

Company Name

Our new mailing address is:
747 North Church Road, Suite B4
Elmhurst, IL 60126

We've moved and are now up and running at our new location. Please take a moment to update your records with our new contact information listed above. We look forward to keeping in touch with you.

[Update Your Records Instantly.](#)
Download our V-Card [here!](#)


[Directions](#)
Click on the link above for directions to our new location. We look forward to continuing to serve you.

Copyright © 2012 Company Name, All rights reserved. Phone: 800-555-5555

Our mailing address is:
747 North Church Road, Suite B4
Elmhurst, IL 60126

Fax: 800-555-5555

E-blast 3: Elegant Awning



We've Moved!

Company Name

Our new mailing address is:
747 North Church Road, Suite B4
Elmhurst, IL 60126

We've moved and are now up and running at our new location. Please take a moment to update your records with our new contact information listed above. We look forward to keeping in touch with you.

[Update Your Records Instantly.](#)
Download our V-Card [here!](#)

[Directions](#)
Click on the link above for directions to our new location. We look forward to continuing to serve you.

Copyright © 2012 Company Name, All rights reserved. Phone: 800-555-5555

Our mailing address is:
747 North Church Road, Suite B4
Elmhurst, IL 60126

Fax: 800-555-5555

E-blast 4: Downtown Awning



We've Moved.
It's time to update your records!

Company Name

Our new mailing address is:
747 North Church Road, Suite B4
Elmhurst, IL 60126

We've moved and are now up and running at our new location. Please take a moment to update your records with our new contact information listed above. We look forward to keeping in touch with you.

[Update Your Records Instantly.](#)
Download our V-Card [here!](#)

[Directions](#)
Click on the link above for directions to our new location. We look forward to continuing to serve you.

Copyright © 2012 Company Name, All rights reserved. Phone: 800-555-5555

Our mailing address is:
747 North Church Road, Suite B4
Elmhurst, IL 60126

Fax: 800-555-5555

E-blast 5: Update Your Records

Choose Your Options! You may select more than one!

- Option 1: Electronic Relocation Notification**
On the business day following the scheduled completion of your move, we'll distribute a "We've Moved!" e-blast proclaiming the exciting news! Select your favorite HTML email template, upload a spreadsheet, and we'll do the rest!
Price: \$495.00 (FREE when you move with Midwest!)
- Option 2: Before & After Relocation Notification**
Some folks like to plan ahead. Tack on this service, and they'll thank you for thinking of them. Two weeks *before* your scheduled move, we blast a "We're Moving" email. This service is offered in addition to the complimentary "We've Moved" blast. (See *Option 1*). Account for planners and procrastinators alike with this two-hit approach!
Price: \$250.00
- Option 3: Direct Relocation Notification**
E-blasts are immediate and inexpensive. If only they were equally reliable. Email addresses change frequently, and even when you have the right address, an aggressive spam filter can still flag a legitimate message like yours. Even under the best circumstances, some recipients might simply delete it out of habit! This offering responds to that challenge by allowing you to add direct mail into the equation. We'll print your move information on the mailing side of up to 1,000 4-1/4" x 6" postcards for you to mail.
Price: \$355.00
- Option 4: Personalized Relocation Notification**
A personalized message commands attention. If you want to make sure your contacts take note of your move and update their information, **Personalized Relocation Notification is the next best thing to a friendly tap on the shoulder.** Reaching out with a true 1:1 call-to-action, Personalized Relocation Notification is designed to captivate and persuade.

E-blasts have their limitations. A static direct mail piece can provide a worthy complement, but our experience shows that **there's no match for a personal appeal.** The best way to earn attention and call to action is with a high-impact, personalized greeting.

Splash their name **big and bold** across the top of a sturdy 5-1/2" x 8-1/2" postcard with dynamic design and a high gloss finish. This is one piece of mail they *won't* be placing in the round file! ***There's a reason why this is our premiere notification service: it works!***

**Price: \$150 Setup + \$1.43 ea (250 - 999 qty)
\$1.22 ea (1,000 - 2,500 qty)**
More than 2,500 qty? Please call for an estimate.
Example: 1,000 qty = \$150.00 + (\$1.22 x 1,000) = \$1,370.00



* Standard USPS Postage. The above prices are subject to the Illinois Service occupation tax (4%) which, if applicable, will be added to your invoice, or you may furnish a certificate of re-sale or re-transfer. Plus F.O.B. factory applies.