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Work Order

Please complete this form and **fax to 310.532.0660** or send by **email to info@midcitymailing.com**. If there is any aspect of the work order you do not understand, just fill out your name, company name and phone number, submit to us or just give us a call at 310.532.6422 and we'll be happy to assist you.

MID-CITY MAILING SERVICES | Order Form

COMPANY

CONTACT NAME

PHONE

FAX

EMAIL

Please include any notes you would like to discuss:

JOB DESCRIPTION

What do you want to mail?

- Postcards Magnet Postcards
 Flats Self Mailers
 Periodicals Envelopes Size of Envelope _____

Class of Mail: First Class Standard Non-profit

How many do you want to mail? _____

Do you need a mailing list? Yes No

All jobs require personal attention. We will contact you for more information.