



25% Discount Deadline:
September 16, 2023
 (applies only to
 special mailings)

☐ Renew same
 as last year
 (Specify design and
 message below.)

Account # _____
 Church Name _____
 Address _____

 E-mail _____
 Phone Number _____
 Contact _____

1. DESIGN CHOICES



Angel
☐ English
☐ Bilingual



Traditional
☐ English
☐ Bilingual



Journey
☐ English



Nativity
☐ English

Mass schedule, custom messages and
 signatures should be emailed to
 Christmas@osv.com.

Save \$33 when you submit your Folder
 message and mass schedule or Post
 Card message and mass schedule via
 our **online template** at
www.osv.com/christmas
 (Folder/Post Card messages and schedules
 not submitted through the online template
 will incur a \$33 setup fee.)

2. MESSAGE & SIGNATURE CHOICES

MESSAGE: ☐ A ☐ B ☐ C
☐ A Bi-lingual ☐ Custom Message

Signature Line
 should read:

☐ Typeset in script font ☐ Emailing signature

3. SPECIAL MAILING ITEMS - CHOOSE ALL THAT APPLY

- ☐ Christmas Offering Envelope ☐ Advent Env - Frequency: ☐ Weekly (4) or ___/___/___
☐ Folder Immaculate Conception: ☐ Eng: H31 ☐ Eng/Span: 215
☐ Letterhead Solemnity of Mary: ☐ Eng: H27 ☐ Eng/Span: 211 COMPLETE EXTRA SETS:
☐ Newsletter ☐ Add Mail-Back Envelope to our package (Sent unsealed to Parish) Qty _____
☐ Christmas Flowers 468 (for those parishioners who wish to mail in their offering)
☐ Post Card * Please note, the post cards are a stand-alone item and cannot be mailed with any other insert.

4. MAILING LIST DETAILS

Mail to: OLM List ☐ Active ☐ Inactive
 OR ☐ New List Will be Sent ___/___/___
 Approximate List Count: _____
☐ Add Envelope # barcode
 Use Envelope No. ☐ Yes ☐ No
☐ Add box - "I've given online"

Please Send: ☐ 1st Class - Allow 3 weeks from proof approval
☐ 3rd Class - Allow 4 weeks from proof approval
 Ship week of: ☐ 10/30/23 - must use if including Advent envelopes
☐ 11/6/23 ☐ 11/13/23 ☐ 11/27/23
☐ 12/4/23 - must mail 1st class

*Please note, 3rd class mail may take up to 14 business days to deliver and 1st class mail can take up to 5 business days to deliver. Delivery times depend on location and Postal Processing centers.

5. INSERT INTO PERIODIC MAILING ORDER

- ☐ Christmas Envelope ☐ Advent Env - Frequency: ☐ Weekly (4) or ___/___/___
☐ Folder ☐ Christmas Flower Envelope: 468 Insert Date ___/___/___
☐ Letterhead Immaculate Conception: ☐ Eng: H31 ☐ Eng/Span: 215
☐ Mail-Back Envelope Solemnity of Mary: ☐ Eng: H27 ☐ Eng/Span: 211

6. BULK CHRISTMAS PRODUCTS

Items shipped directly to your parish. Please indicate quantity and whether you want them printed or blank in the space provided.
 Printed envelopes are ONLY available in quantities of 500 or more and will include: Church name, city, state, parishioner name
 line, env. # line and address line.

Item Description	Bulk (increments of 50)	Item Description	Bulk (increments of 50)
Immaculate Conception <input type="checkbox"/> Eng - H31 <input type="checkbox"/> Eng/Span - 215	Qty: _____ <input type="checkbox"/> Printed <input type="checkbox"/> Blank	Christmas Offering Envelope	Qty: _____ <input type="checkbox"/> Printed <input type="checkbox"/> Blank
Solemnity of Mary <input type="checkbox"/> Eng - H27 <input type="checkbox"/> Eng/Span - 211	Qty: _____ <input type="checkbox"/> Printed <input type="checkbox"/> Blank	Christmas Folder	Qty: _____ <input type="checkbox"/> Printed <input type="checkbox"/> Blank
Christmas Flower - 468	Qty: _____ <input type="checkbox"/> Printed <input type="checkbox"/> Blank	Christmas Letterhead	Qty: _____ <input type="checkbox"/> Printed <input type="checkbox"/> Blank
Advent Offering Envelope - 228	Qty: _____ <input type="checkbox"/> Printed <input type="checkbox"/> Blank	#10 Envelope	Qty: _____ <input type="checkbox"/> Blank Only
Post Card	Qty: _____ Printed Only	Newsletter	Qty: _____ Printed Only