

Orders including copy are due by Aug. 14. Orders received after Sept. 25 will incur a \$250 late fee and may need to mail at First Class postage rate. Data is due no later than proof approval.

Cut Off _____
(If Applicable)

STEP 1 – SELECT ADD-ONS



CHRISTMAS FLOWERS

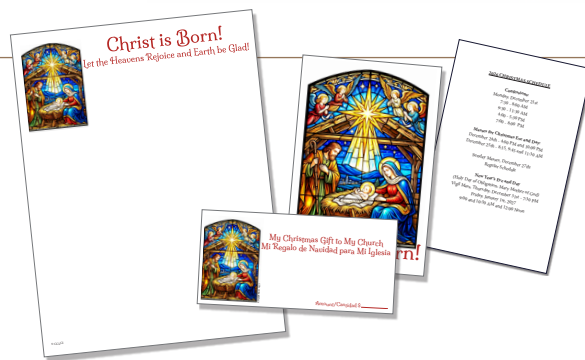
Amount \$ _____

MEMORY/HONOR OF: _____

1. _____ 3. _____

2. _____ 4. _____

The back of a white envelope is shown. On the left, there are four horizontal lines for an address. In the center, the address is printed: "<<Church Name>>
632 Ellsworth Rd.
Rome, NY 13441". On the right, there is a rectangular postage meter stamp with a black border. Inside the stamp, the text "PLACE
STAMP
HERE" is printed. At the bottom left of the envelope, there is a small line of text: "Kindly use this envelope
to mail your contributions". At the bottom center, there is a series of vertical bars of varying heights, which is a postage meter barcode.



Bilingual

STEP 2 – SELECT A STANDARD MESSAGE AND CLOSING

(Please include your account number in the message line)

Other: _____ Signature/s _____

STEP 3 – CHOOSE YOUR CHRISTMAS MAILING PACKAGE *(Minimum order for any package is 50)*

- Letterhead
- Offering Envelope
- Christmas Schedule Card (6.25 x 3.5)
- #10 Addressed Mailing Envelope

- Letterhead
- Offering Envelope
- Christmas Schedule Card (8.5 x 5.5)
- 6x9.5 Addressed Mailing Envelope

- Christmas Schedule Card (6.25 x 3.5)
- Offering Envelope
- #7 Addressed Mailing Envelope

- Letterhead
- Offering Envelope
- #10 Addressed Mailing Envelope

- Christmas Schedule Card (8.5 x 5.5)
- Offering Envelope
- 6x9.5 Addressed Mailing Envelope

Christmas Schedule Card (6.25 x 3.5)
inserted into regular mailing sets.

- Christmas Schedule Card (6.25 x 3.5)
- #7 Addressed Mailing Envelope

- Christmas Greeting Card, folded
Please choose from our options from
enclosed brochure. Version: _____
- Offering Envelope
- A-7 Addressed Mailing Envelope

Email your order along with your Christmas schedule to seasonal@cclci.com

****Call for new package pricing.**

-Christmas Postcard - Please choose from our options on enclosed brochure. Version: _____

2026 Christmas Mailing Order Form

STEP 4 – ORDER INSTRUCTIONS

Mail date for your order will be 4 weeks before the earliest date in the Mass schedule, if scheduling /timing allows.

If you would like the mailing to reach your people during a different time, please indicate which week here:

_____ (Note: Non-profit mail may take 1 to 4 weeks for delivery)

Mail to: Active
Inactive or
New List will be sent ____/____/____ ***Due no later than when proof is approved!**

Ship Method: Non-Profit Standard (*Least Expensive – May take 1 to 4 weeks for delivery*)
First Class (*Most Expensive – Quicker Delivery*)
Bulk Shipped (*Direct to Church*)

Note: When sending or emailing a list, please specify that it is to be used for the Christmas mailing.

Email list to: seasonal@cclci.com

(Please include your account number in subject line.)

Barcode Offering Envelopes?

Yes No

A proof will be sent for your review and approval! Please send the proof approval email to:

Email address: _____

(*All Proofs are due back in our office within 48 hours of receipt, all Proofs not back will be released as is.)

Please Send Me: (*There is a charge for extras and shipping.*) (*Minimum 50*)

_____ Extra Offering Envelopes
_____ Extra Flower Envelopes
_____ Extra Christmas Schedule Cards
_____ Other* _____

Signature: _____ **Date:** _____