

Sender's Information Sheet  
(One Copy Required for each Mailing)

ScheduledMailing.com

**Step 1** Fill out your own card or letter, seal your envelope, and address your envelope to recipient as you normally would for mailing. ScheduledMailing.com will apply our return address label in case mail is undeliverable. No need to apply postage, ScheduledMailing.com will pay current USPS First Class Mail postage at the time of mailing.

**Step 2** Scheduled mail delivery date: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_  
**Please ensure delivery date is written on back of mailing envelope.**



**Step 3** Please complete the following so that we can attempt to deliver your mailing to the alternate address in the event that your mailing is undeliverable. Please write legibly, this information will be entered in our secure database.

Your Name	Recipient Address	Alternate Address
Name: _____	_____	_____
Street: _____	_____	_____
City State Zip: _____	_____	_____
Phone Number ( ) _____	( ) _____	( ) _____
Optional Recipient Information: Date of Birth: _____ Social Security Number:: _____		

**Step 4** Payment (Skip this step if already paid as part of a multiple order)

I will be purchasing \_\_\_\_\_ Scheduled Mailing(s) at \$14.95 each \$ \_\_\_\_\_.

- I Paid with PayPal – PayPal User Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(PayPal Link is on Home Page)
- Personal Check Number \_\_\_\_\_
- Money Order

**Step 5**



Insert your sealed card(s), payment, and completed Sender's Information Sheet(s) in a larger envelope and mail to:

Scheduled Mailings  
PO Box 3788  
Decatur, IL. 62524-3788

I, \_\_\_\_\_, assume full responsibility for the items that I mail to the recipients listed above. I will only send mailings that are compliant with the rules and regulations set forth by the United States Post Office. ScheduledMailings.com cannot be held responsible for discriminative content or valuable items included in mailings.

**Each scheduled mailing requires a Sender's Information Sheet to be entered in our secure database.**

Thank you for doing business with Scheduledmailing.com.