

Instructions for Establishing Non-Profit Mailing Status with PulseDirect and the Harrisburg, PA Post Office

*The post office requires completion of the Application for Nonprofit Standard Mail Rates at Additional Mailing Office form which is included via fax to your attention

*Please complete the form, filling in information in #1-13. If you do not have the information for #7(authorization number), please fill in your bulk mailing permit number for your establishment. If your permit was established prior to 1985, it will often be difficult to find this number tied to your permit. This authorization number is usually 7-digits.

*Please complete a request for status letter on your company letterhead with an authorized signature. The format for this letter is shown on the attached page. Please use this exact format and wording for approval with the post office. Upon completion of this letter, please send an original copy attached to your application form to:

Chris Flohr
PulseDirect
109 S. Market Street
Elizabethtown, PA 17022

PLEASE PROVIDE THIS LETTER ON YOUR LETTERHEAD!

March 5, 2008(**Insert Today's Date**)

Postmaster
Harrisburg Post Office
Harrisburg, PA 17110

Dear Postmaster,

I am the **(title)** at **(company name)** in **(city and state you are located in)**.

Our company has a non-profit organization mailing permit established with our post office in **(city and state where permit is registered)**. Our permit number is **(insert permit number)**.

I am requesting non-profit mailing status with your post office in Harrisburg, PA 17107, using PulseDirect's permit, No. 888. Enclosed is our application to establish this status.

We are planning our initial bulk mailing on **(insert date here)**.

Thank you for your assistance in this matter.

Sincerely,

(Your name here)

(Your title here)

Enclosures