

2007 CMA AWARDS SHIPPING AUTHORIZATION REQUEST

Please fill out completely and return (with check payable to CMA Awards Mailing Service) to Brandi Simms, CMA, One Music Circle South, Nashville, Tennessee 37203. Or, fax with credit card info to 615/726-0314. If you have any questions please call Brandi at 615/664-1607 or email BSimms@CMAworld.com

PLEASE FILL OUT ONE REQUEST FORM FOR EACH MAILING

Name of Company or Individual responsible for materials _____ Contact Person _____

Street Address _____

City/State/Zip _____ Phone _____

Email: _____ Fax: _____

Nominee/Nominated product to be featured in mailing _____

BALLOT DATES

The 2nd Ballot will be e mailed on August 8th and the voting site will close on August 22nd at 5:00pm
The 3rd/Final Ballot will be emailed on October 9th and the voting site will close on October 23rd at 5:00pm.

Please allow 5 business days for your order to be completed

INSERT SPECIFICATIONS

(Check insert description, limit 2)

- CD in jewel case (belly band or with cover optional)
- CD in digi pack (belly band or with cover optional)
- CD in cardboard sleeve (belly band or with cover optional)
(CDs must be sent in an envelope)

- Postcard 4x6
- Postcard 5x7
- Postcard 8x10
- Postcard 9x12
(Self-mailer or with envelope is optional)

- Double fold card no larger than 9x12
- Triple fold card no larger than 9x12
(Self-mailer or with envelope is optional)

- Single Page Flyer (no larger than 9x12)
- Letter (no larger than 9x12)
(Envelope is required)

- Video in cardboard sleeve
- Video in plastic case
- DVD in cardboard sleeve
- DVD in plastic case
(Videos and DVDs must be sent in an envelope)

How many inserts per envelope (limit 2) _____

Description of inserts:

Insert 1: Size _____

Insert 2: Size _____

Size of envelope _____
(Max. Size Envelope is 10x13 or No. 6 Bubble Pack)

Combined weight of inserts and envelope _____

All packages will be sent through the United States Postal Service. Please check how you would like your package sent

- First Class Mail
- Priority Mail
- Express Mail

*Presorted/Permit rates are applicable

Date materials will be delivered to Southern Post _____

Preferred mailing date _____

CMA Awards Mailing Service Fees

(Discount Fees vary depending on category of CMA Membership)

Area I – All CMA Voting Members Residing in the United States – 5,100 members

- I am not a CMA Member – U.S. Domestic CMA Awards mailing service fee – \$2,200
(if you are interested in applying for membership, please contact Brandi Simms at 615/664-1607.)

**Please check your
CMA Individual Membership Level:**

- Regular – \$2,000
 Sterling – \$1,800

**Please check your
CMA Organizational Membership Level:**

- Basic Level – \$1,750
 Bronze Level – \$1,650
 Silver Level – \$1,500
 Gold Level – \$1,250
 Platinum Level – \$1,000

Area II – All CMA Voting Members Residing in Canada

- 100 members, mail sent via USPS, 1st Class Air Mail. Delivery time: usually 1 week maximum.
Additional fee of \$50 per mailing

Area III – All CMA International Voting Members Residing Outside the U.S. and Canada

- 550 members, mail sent via USPS, 1st Class Air Mail. Delivery time: 1 – 7 weeks.
Additional fee of \$50 per mailing.

Mailing List Payment to CMA

Check for \$ _____ (Payable to CMA Awards Mailing Service)

- Visa Account # _____ Exp. Date _____
 MasterCard Name on Card _____ Amount \$ _____
 American Express Authorized Signature _____
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Mailing House Payment

- Postage payment is due to Southern Post in advance of mailing.
- Mailing house payment is due after the mailing is completed. You will be invoiced directly from Southern Post.
- After CMA approves and receives payment for your shipping request(s), it will be forwarded to Crystal Hart at Southern Post. She will then contact you to continue the mailing process.

Crystal Hart, Southern Post, 1500 Elm Hill Pike, Nashville, TN 37210
TEL: (615) 360-9310 FAX: (615) 360-9308 Crystal@southernpost.com

CMA is not responsible for any delays in mailing. Every effort is made to ensure the accuracy of our CMA Awards voting membership mailing list. All returned mail will go directly to sender listed on return address. CMA is not responsible for forwarding returned mail.

The undersigned agrees to abide by the policies and procedures as outlined in the attached documents, agrees to pay all charges in connection with this shipment, and confirms the inserts to be shipped comply with the policies outlined in the attached documents.

OFFICE USE ONLY

Date Rc'd _____

Approved

Not Approved

(for CMA)

Sender's Signature

Date