



Dear Exhibitors and Sponsors,

If using Cambridge Healthtech Institute's (CHI) Pre/Post-conference mailing list and JetMail's services, here is information on JetMail's service:

Cost:

JetMail charges a prepaid \$750 flat fee plus prepaid postage based on usual processing for a postcard or letter-size selfmailer. Most companies mail a postcard which keeps the price within the flat fee. The exhibitor/sponsor supplies print-ready artwork. Please see below for recommended sizes. JetMail process the data, presorts, prints and mails the pieces for \$750- all costs prepaid. For more complex or large mailings, the fee may be higher. If requested, we will quote additional formats once we have received artwork and mail quantity.

Postage:

1st Class US and International Postage will be quoted. All costs must be prepaid via credit card with a 3.5% bank fee. JetMail will provide a credit card authorization form.

List processing:

Please contact Elaine Eskedal at eeskedal@cambridgeinnovationinstitute.com regarding lists. Lists are processed as-is with the exception of excluding foreign records. JetMail doesn't provide specific data selections for this program.

Recommended mailpiece design:

When designing a letter-size postcard, I'd suggest that you design between 4.25"x6" up to 6"x9" (domestic Postcard rate about \$.37 per piece) to 6.125x11 inches (domestic Letter rate about \$.53-\$.59 per piece). International postage is \$1.45 per piece.

Please leave space 5/8" from the bottom (1.5" height x 4.5" length) for the address and also leave an area on the top right for the postage. We print on 100# cover stock to meet postal regulations.

Here is a link that may be helpful for design. You can also contact me with questions:

<https://pe.usps.com/text/qsg300/Q201a.htm#1009536>

CHI must approve the pieces that you wish to mail. Please contact Elaine Eskedal at CHI at eeskedal@cambridgeinnovationinstitute.com.

Timing:

Turnaround from receipt to mailing is usually 6-8 business days from receipt of data and artwork. The postal service usually delivers in 3-7 working days. International 1st Class delivers in 7-21 days.

JetMail Contacts:

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Jet-Mail Services

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