

## Post Card Printing and Mailing Instructions

Post cards will be found in Adobe Format formatted for 4 cards on a single sheet of 8 ½ x 11 card stock. Adobe format is used as it is universal and will function on most home computers.

More than likely there will be multiple issues on each message. It is suggested that you print the paper with the 4 different messages and send them TO THE MULTIPLE OFFICES OF OUR REPRESENTATIVES.

The elected officials have multiple offices to serve the public, well use them. When the cards come in they are counted pro and con on an issue, the tallies are forwarded to Washington for a grand total. They just do not have the time to check the ones from each office etc and look for duplicates. Puts all offices on notice that there are folks concerned.

### **SUGGESTED PAPERWIEGHT FOR CARD STOCK IS 67 POUND.**

It can be purchased in a pack of 250 or 500 and cut into quarters on a cutting board. – White or Colored Stock work. Cut the edges straight.

An alternative produce is an Avery product (or other generic one from the office supply store), which is perforated and easy to break apart. These are a bit more expensive than the 8 ½ x 11 inch card stock

**For Return labels**, the suggested use is the street address and city state and zip code. Your name is on the other side. . – Makes the receiver turn it over to read

### **For Address label YOU MAY CHOOSE**

1. Print your own from the information on the CONTACT INFORMATION FOR YOUR MEMBERS OF CONGRESS
2. Or use the formatted address adobe file that prints 4 addresses on the reverse of your post card. Just turn the paper over and print the address

Postage is 28 cents now; buy a sheet of 20 at the PO

Deposit them in **Many Mailboxes and Post Offices**, Everyone READS the post card along the way, so the more you spread the better.