



Federation of Jewish Men's Clubs

Yom Hashoah Yellow Candle™ Program - 2013/5773

P.O. Box 12582 • Scottsdale, AZ 85267 ♦ yelcandle@cox.net
(800) 391-7293 (after 9am MST) ♦ FAX: (602) 368-6357

DIRECT-MAIL ORDER FORM

Yellow Candles are individually mailed in a white cardboard box to members of your congregation or organization. Each box contains a cover letter from your congregation or organization, including a tear-off form for contributions along with a poem, a meditation and a windowed return envelope.

Delivery available only within the United States

Directions for preparing the mailing list are on the reverse of this form

Congregation/Organization: _____

Address: _____

City: _____ ST/PROV: _____ ZIP/PC: _____

Contact: _____ Phone: _____ e-Mail _____

FJMC MRJ USY/USCJ WLCJ OTHER FIRST TIME ORDER

Order must be received no later than Thursday, February 21, 2013

Candles will be mailed standard nonprofit bulk mail about four weeks prior to Yom Hashoah.

<u>Item</u>	<u>Quantity</u>	<u>Cost</u>	<u>Subtotal</u>
Yellow Candles (includes box, letter, poem, meditation, return envelope)	_____	x \$5.00/candle	_____
Computer Entry Fee (No charge, if mailing list is sent on a computer disk in correct format)	_____	x \$0.50/candle	_____
Cases of Yellow Candles (48 candles/case) (For publicity; for use by Rabbi & Cantor, religious school, new members, etc.)	_____	x \$ 72/case	_____

PAYMENT IN FULL MUST ACCOMPANY ORDER

TOTAL DUE: _____

Check enclosed made payable to "FJMC"
PLEASE PRINT CLEARLY

Charge to Visa or MasterCard

Cardholder Name: _____

Card# _____ Exp. Date: _____ Security Code: _____

Street Address _____

City _____ State _____ ZIP _____

Cardholder Signature: _____

INSTRUCTIONS FOR ORDERING YELLOW CANDLES FOR DIRECT SHIPMENT

Minimum Order = 100 candles.

The mailing list required with your order can be either on a computer disk or a printed list.

(A) **Send a computer disk by postal mail**

- (1) On a disk, CD or thumb drive; in MS Word table or Excel (csv) spreadsheet format
- (2) Prepare database fields as follows:

Name, Address, City, State, ZIP (**FIVE FIELDS ONLY**)

EXAMPLES:

Mr. & Mrs. Sam Schwartz, 222 Candle Street Apt. 2G, Cleveland, OH, 22222

Mr. & Mrs. Joe Stein	444 Blue Street	New York	NY	55555
----------------------	-----------------	----------	----	-------

Note:

Only the above file format is acceptable. **If any additional fields are included, your data will not be acceptable.** An additional \$25 charge will be imposed if your data is formatted incorrectly but can be fixed. Another file or a printed list will be requested, if the original data is not usable.

(B) **Send a Printed List** (typed or computer-generated)

- (1) There is a \$0.50 charge per name, for manual data entry of printed lists.
- (2) Use same format for information as described above for computer disks (only include name, street, city, state, Zip). **PLEASE DO NOT SEND LABELS.**

(C) **Cover Letter**

Only **one (1) original of the congregation/organization cover letter** is required.

(D) **Tear-Off Form**

To facilitate return of individual contributions to cover the cost of a Yellow Candle program, and to support Holocaust commemoration programs, a tear-off form should be added to the bottom of the congregation/organization cover letter. The format for the tear-off form (to be returned in a standard #10 windowed envelope included in the mailing) includes a return address in the lower left, so that it will show through the envelope window with space for the donor's name and address on the right. Sample letters with tear-off forms can be found in the FJMC Yom Hashoah Yellow Candle Program Guide, or by going on-line to the following URL: (<http://www.yellowcandles.org/>)

(E) **Before Sending Order**

- Do **all names** have complete addresses, including city, state, and ZIP code?
- Does the **number of names** on the list match the **number of candles** ordered?
- Are the name, address, and phone number for **your organization** included?
- Is the **letter with tear-off form** from your organization included?
- Is full payment for the entire order included?

(F) **QUESTIONS? (800) 391-7293 (after 9am MST) or send an email to yelcandle@cox.net**