Instructions for Individual Direct Mail Shipment - Minimum is 100 candles

Yellow CandlesTM are individually mailed by standard nonprofit bulk mail to members of your congregation or organization about five weeks prior to Yom HaShoah.

A mailing list with same number of names and addresses as there are candles in your order is required. The minimum order is 100 candles, For example, if that is the size of your order then your mailing list should have 100 names and addresses. It must be supplied as an electronic file, formated as described below.

Please scan the completed Direct Mail order form. E-mail with all files at one time to info@yellowcandles.org.

Please set up and upload files with the order:

- Set up the mailing list in an MS Word table or Excel (.csv) spreadsheet format
- · Prepare mailing list fields as follows:

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

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

1. mailing list in Excel (.csv) spreadsheet and

2. cover letter in

word doc format

Note:

•Only the above file format is format is acceptable. If any additional fields are included, your data will not be acceptable.

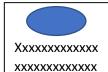
- An additional \$25 charge will be imposed if your data is formatted incorrectly but can be fixed.
- Another file or a printed list will be requested, if the original data is not usable.

Cover Letter

Only one (1) original of the congregation/organization cover letter is required. Please send in either **MS Word** doc (or docx).

Tear-Off Form

To facilitate the return of individual contributions to cover the cost of the 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 by going online to www.yellowcandles.org.



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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, phone number, website and other contact info for your organization included?
- Is the letter with tear-off form from your organization included?
- Is full payment for the entire order included?
- REMEMBER: Last day for ordering direct mail candles is February 8, 2023

Need Resources?

Visit: www.yellowcandles.org

Have Questions?

Call: 1-800.391.7293 (From 9 am to 9 pm - Eastern Time)

or E-mail: info@yellowcandles.org



Shoah Yellow Candle TM				
Individua	l Direct Mail Delivery O	rder F	orm & Pricing – Minimum is 100 Candle	S
	 Online Order at www.yellowcandle.org/order Catch the "Early Bird" for Direct Mail Orders! "Early Birds" must be received before January 6, 2023! Direct Mail Deliver Orders have a minimum of 100 candles. Bulk delivery order form for cases of Yellow Candles, bubble mailers and bags is the next page in this guide. Deadline for Direct Mail Orders is February 8, 2023 Yellow Candles™ are individually mailed in a mailer to members of your congregation or organization. Each mailer contains a cover letter from your congregation or organization, including a tear-off form for contributions along with a meditation, and a windowed return envelope. Candles will be mailed standard nonprofit bulk mail about five weeks prior to Yom HaShoah. Delivery is available only within the United States. Directions for preparing the mailing list are on the reverse of this form. 			
Make checks payable to "FJMC"	Name of Person Placing Order: (please print) Organization Name:			
and mail to: Yom HaShoah Yellow Candle Program P.O. Box 2122 Kirkland, WA 98083	Address: ST/Prov: Zip/Postal Code: Purchaser's Email: Purchaser's Phone:			
	Contact: Contact's Email: Org. Website: Org. Twitter:			
For Information or Help Call: 1-800.391.7293 (after 12 noon EST) or Email to:	Is your Organization affiliated with one of the following movement Organizations? Check √ the one that Applies: □ FJMC. If yes, Club #: □ MRJ/URJ □ USY/USCJ □ WLCJ □ Other □ This order includes all these items: Excel spreadsheet mailing list & cover letter in Word format, per the instructions.			
info@yellowcandles.org	This order includes all these items:	Qty	PRICING – Note: Pricing is Date Sensitive!	Subtotal
Check √ If this is a First Time Order By your organization □ Yes	Yellow Candle™ Includes Mailer, Letter, Meditation & Return Envelope	Qty	\$6.00 per Candle on Orders received by January 6, 2023 \$6.50 per Candle on Orders received after January 6,2023	Oublotai
	Data Entry Reformatting Fee		\$25 Fee. No Charge if Properly Formatted per Our Instructions	
□ Check Enclosed Payable to "FJMC"	Additional Case(s) of Yellow Candles™ (48/per case)		\$72/Case for 3 Cases or Less If Ordering Cases in Addition to Direct Mail Delivery <u>Use BOTH Forms,</u> but send them Together when Placing and Paying for Your Order	
	Delivery Charge for Cases(s)		\$9 for each case of candles at all times	
	Total # of Items Ordered		Total Due:	
□ Charge to	Payment in Full Must Accompany the Order to be Processed			
Visa or Master Charge	Cardholder Name: (please print)			
	City: Zip/Postal Code:			
	Cardholder Signature:			
Extra cases? Ship to Address:	ATTENTION: (Name of Person Receiving Order): (please print) Organization Name:			
For Case(s) of Candles, if Ordered and if Different than	Address (Include Room if Applicable): ST/Prov: Zip/Postal Code:			
the Person Placing the order	Recipient's Email: Recipient's Phone:			
	Does Your Organization Accept Friday Deliveries? Yes No			

