



3777 Sky King Boulevard • Kalamazoo, MI 49009-6953

Phone: 269-383-9333 • Fax: 269-383-0790

800-653-3121

ACAnotice.com Additional Insert Pricing

Additional inserts may be added to the ACA notice created through **ACAnotice.com** at the prices detailed below by following the procedures detailed herein. All prices are in addition to those found on ACAnotice.com

- \$100.00 set-up fee
- \$0.35/per additional insert
- No minimum quantity

Total weight of finished envelope may not exceed 1.0 ounce. A charge of \$0.20 per additional ounce will be applied for each additional ounce or fraction thereof over, the first ounce.

Customers may ship their pre-printed, pre-folded additional inserts to Lake Michigan Mailers at:

ATTN: ACAnotice [Customer Name]
Lake Michigan Mailers Inc.
3777 Sky King Blvd
Kalamazoo, MI 49009

Please include your name and contact phone number with the shipment.

All shipments must arrive at Lake Michigan Mailers by September 18, 2013.

Additional insert must fit into a #10 window envelope.

Lake Michigan Mailers can print the customer's additional inserts at the following rates.

\$0.09 Simplex black

\$0.16 Duplex black

\$0.19 Simplex color

\$0.34 Duplex color

All items printed on 8.5"x11" 60# text white stock.

All prices exclude sales tax which will be charged as applicable.

Requirement for printing file:

- PDF format
- **Print file must be provided to Lake Michigan Mailers by 5:00 p.m. September 18, 2013.**
- Items must be non-personalized to the recipient

Procedures for Requesting Additional Inserts

1. If you require your additional inserts to be printed by Lake Michigan Mailers, email the PDF-formatted file to customerservice@barcodemail.com or ship your pre-printed, pre-folded additional inserts to:

ATTN: ACAnotice [Customer Name]
Lake Michigan Mailers Inc.
3777 Sky King Blvd
Kalamazoo, MI 49009

Please include your name and contact phone number with the shipment. **All shipments must arrive at Lake Michigan Mailers by September 18, 2013.**

2. Lake Michigan Mailers will contact you to acknowledge receipt of the shipment or PDF file. Lake Michigan Mailers will determine a final price for the printing/processing of the additional insert and will contact you by phone to take your credit card information for payment.
3. Once your credit card payment has been made you will be asked to complete the normal process at ACAnotice.com. You will be provided with a JOB ID when order is received by Lake Michigan Mailers. Contact Lake Michigan Mailers at customer service at 800-653-3121 Ext. 202 or via customerservice@barcodemail.com and indicate your JOB ID.
4. Lake Michigan Mailers will match your ACA notice with your additional inserts, process, and mail.

Orders for additional inserts must be received Lake Michigan Mailers by 5:00 p.m. September 18, 2013.