



## **2015 OTA MEMBER STAND-ALONE DIRECT MAIL PROCEDURES**

Those members wishing to utilize the OTA's mailing list must meet the following requirements:

1. Submit required quantity of envelopes, including ALL information to be mailed, to the OTA. (Envelopes must be stuffed, sealed and have proper postage).
2. Payment by cheque, payable to the Ontario Tennis Association, VISA or Mastercard must accompany submitted envelopes.
3. The OTA will affix appropriate labels and deliver all envelopes to the post office.

### **OTA administration fees are as follows:**

Set up/material fee:	\$75.00
Less than 100 envelopes:	75.0 cents per envelope*
101-200 envelopes:	62.5 cents per envelope*
201-300 envelopes:	50.0 cents per envelope*
301-400 envelopes:	42.5 cents per envelope*
401-500 envelopes:	37.5 cents per envelope*
More than 500 envelopes:	32.5 cents per envelope*

\* Plus applicable taxes, does not include postage.