

# Offline Payment Submission Form: 'Sales & Specials'

Last Revision: 4/13/07

**Important Notice: This form must be completed according to the applicable instructions and included with your payment. Refer to MyCatholicSource.com for instructions for offline payments. Reminder: By submitting your offline payment you agree to all our terms.**

- \* Dark Blue Or Black Ink Only
- \* Write Legibly!
- \* All Fields Are Required Unless Otherwise Indicated
- \* Print In Sufficiently Large Letters (No Handwriting)
- \* Use Separate Sheet For Each Offline Payment

**Notice: Checks not paid when first presented subject to minimum \$50.00 fee.**

Submission # You Were Assigned: \_\_\_\_\_ **[REQUIRED!]**

Reminder: Valid submission number is *required*. Do not reuse submission numbers!

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Your Name: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Permanent E-Mail Address (must be the same e-mail address used to request offline payment):

\_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

Reminder: The 'permanent' e-mail address is *required*!

Address: \_\_\_\_\_

City, State: \_\_\_\_\_, \_\_\_\_\_

Zip Code: \_\_\_\_\_ - \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## Payment Information:

Method of Payment (circle one): Check / Money Order

Indicate Check #: \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_

## Processing Fees:

	<b>Amount Paid</b>
- Base Processing Fee/'Sales & Specials' (\$20.00 + 50%) = \$30.00	\$ <u>30.00</u>
- Processing Fee (optional second headline) (\$4.95 + 50%) = \$7.43	+ \$ _____
- Processing Fee (optional ad repeat) (\$12.95 + 50%) = \$19.43	+ \$ _____
<b>Total</b>	<b>= \$ _____</b>

Reminder: Payment of processing fee does not assure appearance of ad on site. All items subject to change without notice.

***Thank you!***

**Mail completed form along with payment to: Attn: MCS/Offline-SLAS, B.F.S., P.O. Box 4292, Rancho Cucamonga, CA 91729-4292**