



# Newsletter Worksheet

The purpose of this newsletter worksheet is to help you prepare your next newsletter for production. On the back are some suggestions for articles based on seasonal considerations. You might want to use these to help plan your newsletter content. Please forward a copy of this worksheet to us with your order. Thank You.

Credit Union: \_\_\_\_\_

WINTER

SUMMER

SPRING

FALL

Contact Person: \_\_\_\_\_

OTHER: \_\_\_\_\_

<b>TOTAL QUANTITY REQUIRED</b> ➔	<b>QTY. TO CU</b>	<b>QTY. TO MAILHOUSE</b>	<b>DATE REQUIRED AT:</b> <input type="checkbox"/> CU <input type="checkbox"/> MAILHOUSE
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Ship to the same mailhouse as last quarter?  Yes  No - If no, please supply name, and contact of new mailhouse under Comments/Special Instructions.

SUBJECT OF ARTICLE	LOCATION PREFERENCE	PRIORITY RATING	COPY SUPPLIED ➔	IF MMSS TO WRITE, IS ANY REFERENCE MATERIAL ATTACHED?
	ANY PG. OR PG. # 1 2 3 4	<input type="checkbox"/> ESSENTIAL <input type="checkbox"/> OPTIONAL	<input type="checkbox"/> CU <input type="checkbox"/> MMSS ➔	<input type="checkbox"/> YES <input type="checkbox"/> NO
	ANY PG. OR PG. # 1 2 3 4	<input type="checkbox"/> ESSENTIAL <input type="checkbox"/> OPTIONAL	<input type="checkbox"/> CU <input type="checkbox"/> MMSS ➔	<input type="checkbox"/> YES <input type="checkbox"/> NO
	ANY PG. OR PG. # 1 2 3 4	<input type="checkbox"/> ESSENTIAL <input type="checkbox"/> OPTIONAL	<input type="checkbox"/> CU <input type="checkbox"/> MMSS ➔	<input type="checkbox"/> YES <input type="checkbox"/> NO
	ANY PG. OR PG. # 1 2 3 4	<input type="checkbox"/> ESSENTIAL <input type="checkbox"/> OPTIONAL	<input type="checkbox"/> CU <input type="checkbox"/> MMSS ➔	<input type="checkbox"/> YES <input type="checkbox"/> NO
	ANY PG. OR PG. # 1 2 3 4	<input type="checkbox"/> ESSENTIAL <input type="checkbox"/> OPTIONAL	<input type="checkbox"/> CU <input type="checkbox"/> MMSS ➔	<input type="checkbox"/> YES <input type="checkbox"/> NO
	ANY PG. OR PG. # 1 2 3 4	<input type="checkbox"/> ESSENTIAL <input type="checkbox"/> OPTIONAL	<input type="checkbox"/> CU <input type="checkbox"/> MMSS ➔	<input type="checkbox"/> YES <input type="checkbox"/> NO
	ANY PG. OR PG. # 1 2 3 4	<input type="checkbox"/> ESSENTIAL <input type="checkbox"/> OPTIONAL	<input type="checkbox"/> CU <input type="checkbox"/> MMSS ➔	<input type="checkbox"/> YES <input type="checkbox"/> NO
	ANY PG. OR PG. # 1 2 3 4	<input type="checkbox"/> ESSENTIAL <input type="checkbox"/> OPTIONAL	<input type="checkbox"/> CU <input type="checkbox"/> MMSS ➔	<input type="checkbox"/> YES <input type="checkbox"/> NO
	ANY PG. OR PG. # 1 2 3 4	<input type="checkbox"/> ESSENTIAL <input type="checkbox"/> OPTIONAL	<input type="checkbox"/> CU <input type="checkbox"/> MMSS ➔	<input type="checkbox"/> YES <input type="checkbox"/> NO
	ANY PG. OR PG. # 1 2 3 4	<input type="checkbox"/> ESSENTIAL <input type="checkbox"/> OPTIONAL	<input type="checkbox"/> CU <input type="checkbox"/> MMSS ➔	<input type="checkbox"/> YES <input type="checkbox"/> NO

(IF ADDITIONAL SPACE IS REQUIRED - USE ANOTHER WORKSHEET)

➔ SHOULD MMSS EDIT COPY SUPPLIED BY CU?  YES  NO

**REPETITIVE CONTENT:** Below is a list of subjects which some of our customers include in each issue. Please check those that you include on a regular basis and provide the information requested. If you currently do not include an item(s), but would like to, please contact us so we can incorporate it into your newsletter design.

✓	SUBJECT	Same as Last	CHANGES ATTACHED	CHANGES TO FOLLOW ON	✓	SUBJECT	Same as Last	CHANGES ATTACHED	CHANGES TO FOLLOW ON
	"Bulletin Board" info					Hours of Operations			
	Board of Directors					Office Location(s)/Phone			
	Current Rates					President's Report (Mgr/CEO)			
	Financial Update					Products And Services			
	Hidden Account Nos/Names					Staff			

**COMMENTS/SPECIAL INSTRUCTIONS**

Date Submitted To MMSS: \_\_\_\_\_  Picked Up  Mail  Fax  Federal Express

