

Police Club USA

policeclubusa.com

P.O.BOX 1111 WILLOUGHBY, OHIO 44096-16

Protecting our Lives In Cities Everywhere

ANNUAL CARD MAILING PROCESS



POLICE CLUB USA
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MENTOR, OHIO 44096

THE ABOVE INFORMATION WILL BE USED WITH AVERY LABEL # 5163. THIS LABEL WILL BE USED TO MAIL THE MEMBERSHIP CARD TO ALL MEMBERS. IT IS IMPORTANT TO CHANGE THE RETURN ADDRESS TO YOUR CLUB LOCATION. THE FIRST LABEL CAN BE USED AS AN EXAMPLE.

TO MINIMIZE MAILING PROCESS EACH YEAR AS MEMBERSHIP CARDS ARE RENEWED A MAILING LABEL FORM IS USED. UPON COMPLETION OF DOCUMENT #10 THE MEMBERS ADDRESS LABEL LOCATION IS INDICATED. ONCE THIS INFORMATION IS LISTED THE FIRST TIME THIS LABEL CAN BE USED EVERY YEAR.

EACH TIME THE TEN (10) LABELS ARE COMPLETED THIS PAGE WILL BE GIVING THE NEXT NUMBER AS DOCUMENT 10-JAN-1, 10-JAN-2. ETC....THIS LOCATION NUMBER WILL BE LISTED ON DOCUMENT #10 AS THE MEMBERSHIP CARDS RENEWAL INFORMATION IS COMPLETED.