Yellow Candles™ are individually mailed by standard nonprofit bulk mail to members of your congregation or organization about five weeks prior to Yom HaShoah.

A mailing list with same number of names and addresses as there are candles in your order is required. The minimum order is 100 candles. For example, if the size of your order then your mailing list should have 100 names and addresses. It must be supplied as an electronic file as described below.

Scan the completed Direct Mail order form. Email all files at one time to info@yellowcandles.org

<table>
<thead>
<tr>
<th>Please set up and upload files with the order:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Set up the mailing list in an MS Word table or Excel – (.csv) spreadsheet format</td>
</tr>
<tr>
<td>• Prepare mailing list fields as follows:</td>
</tr>
<tr>
<td>Name, Address, City, State, ZIP (FIVE FIELDS ONLY)</td>
</tr>
<tr>
<td>Mr. &amp; Mrs. Joe Stein</td>
</tr>
</tbody>
</table>

**Note:**
- Only the above file format is acceptable. If any additional fields are included, your data will not be acceptable.
- An additional $25 charge will be imposed if your data is formatted incorrectly but can be fixed.
- Another file or a printed list will be requested, if the original data is not usable.

**Cover Letter**
Only one (1) original of the congregation/organization cover letter is required. Please send in either MS Word doc (or docx).

**Tear-Off Form**
To facilitate the return of individual contributions to cover the cost of the Yellow Candle program and to support Holocaust commemoration programs, a tear-off form should be added at the bottom of the congregation/organization cover letter.
The format for the tear-off form (to be returned in a standard #10 windowed envelope included in the mailing) includes a return address in the lower left so that it will show through the envelope window with space for the donor’s name and address on the right. Sample letters with tear-off forms can be found by going online to www.yellowcandles.org.

**Before Sending Order**
- Do all names have complete addresses, including city, state, and ZIP code?
- Does the number of names on the list match the number of candles ordered?
- Are the name, address, phone number, website and other contact info for your organization included?
- Is the letter with tear-off form from your organization included?
- Is full payment for the entire order included?
- **REMEMBER:** Deadline for ordering direct mail shipment is February 16, 2022

**Need Resources?**
Visit: www.yellowcandles.org

**Have Questions?**
Call: 1-800.391.7293 (From 9 am to 9 pm - Eastern Time) or E-mail: info@yellowcandles.org
Individual Direct Mail Delivery Order Form & Pricing – Minimum is 100 Candles

- Online Order at www.yellowcandle.org/order
- Catch the “Early Bird” for Direct Mail Orders! “Early Birds” must place your order before January 10, 2022!
- Direct Mail Delivery Orders have a minimum of 100 candles.
- Bulk delivery order form for cases of Yellow Candles, bubble mailers and bags is the next page in this guide.
- Deadline for Direct Mail Orders is February 16, 2022

- Yellow Candles™ are individually mailed in a mallet to members of your congregation or organization. Each mallet contains a cover letter from your congregation or organization, including a tear-off form for contributions along with a poem, a meditation, and a windowed return envelope.
- Candles will be mailed standard nonprofit bulk mail about five weeks prior to Yom HaShoah.
- Delivery is available only within the United States.
- Directions for preparing the mailing list are on the reverse of this form.

Make checks payable to “FJMC”

Name of Person Placing Order: (please print) ___________________________________________
Organization Name: ________________________________________________________________
Address: ________________________________________________________________________
City: ___________________________ ST/Prov: ___________ Zip/Postal Code: _______________
Purchaser’s Email: ______________________________________ Purchaser’s Phone: ___________
Contact: ___________________________ Contact’s Email: _______________________________
Org. Website: __________________________ Org. Twitter: ______________________________

For Information or Help Call: 1-800.391.7293
(after 12 noon EST) or Email to: info@yellowcandles.org

Is your Organization affiliated with one of the following movement Organizations? Check ✓ the one that Applies:
- ☐ FJMC. If yes, Club #: ____________
- ☐ MRJ/JURJ
- ☐ USY/USCJ
- ☐ WLCJ
- ☐ Other __________________________
- ☐ This order includes all these items: Excel spreadsheet mailing list & cover letter in Word format, per the instructions.

Check ✓ If this is a First Time Order By your organization ☐ Yes

☐ Check Enclosed Payable to “FJMC”

Subtotal

Yellow Candle™
Includes Mailing, Letter, Poem, Meditation & Return Envelope
$5.50 per Candle on Orders received by January 10, 2022
$6 per Candle on Orders received after January 10, 2022

Data Entry Reformatting Fee
$25 Fee. No Charge if Properly Formatted per Our Instructions

Additional Case(s)
of Yellow Candles™
(48/per case)
$72/Case for 3 Cases or Less
If Ordering Cases in Addition to Direct Mail Delivery Use BOTH Forms: but send them Together when Placing and Paying for Your Order

Delivery Charge for Cases(s)
$6 for each case of candles at all times

Total # of Items Ordered

Total Due:

Payment in Full Must Accompany the Order to be Processed

Cardholder Name: (please print) ______________________________________________ Exp. Date: ___/____ Security Code: __________
Card #: __________________________ Address: ______________________________________
City: ___________________________ ST/Prov: ___________ Zip/Postal Code: _______________
Cardholder Signature: __________________________

Extra cases? Ship to Address:

For Case(s) of Candles, if Ordered and if Different than the Person Placing the order

ATTENTION: (Name of Person Receiving Order): (please print) __________________________________________
Organization Name: ________________________________________________________________
Address (Include Room if Applicable): _______________________________________________
City: ___________________________ ST/Prov: ___________ Zip/Postal Code: _______________
Recipient’s Email: ___________________________ Recipient’s Phone: ______________________

Does Your Organization Accept Friday Deliveries? ☐ Yes ☐ No ☐

Page 11

fjmc