

# ADVISORY OPINION REQUEST FORM

## U.S. House of Representatives COMMISSION ON CONGRESSIONAL MAILING STANDARDS

OFFICE OF THE MAJORITY  
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Office of: \_\_\_\_\_ State: \_\_\_\_\_ District: \_\_\_\_\_

Date: \_\_\_\_\_ Staff Contact: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax#: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### THE ATTACHED MATERIAL IS BEING SUBMITTED FOR REVIEW IS A/AN:

- |  |   |  |                                      |   |
|--|---|--|--------------------------------------|---|
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Insert         | <input type="checkbox"/> Newsletter    | <input type="checkbox"/> Script      | <input type="checkbox"/> Template             |
| <input type="checkbox"/> Calendar      | <input type="checkbox"/> Letter         | <input type="checkbox"/> Poster/Chart  | <input type="checkbox"/> Sign/Banner | <input type="checkbox"/> Third Party Printing |
| <input type="checkbox"/> Flyer         | <input type="checkbox"/> Meeting notice | <input type="checkbox"/> Questionnaire | <input type="checkbox"/> Stationery  | <input type="checkbox"/> Other                |

### THE ATTACHED MATERIAL WILL BE DISTRIBUTED AS:

NOT A MASS MAILING OR MASS COMMUNICATION (499 PIECES OR LESS)

A MASS MAILING (500 OR MORE PIECES)

A SINGLE DROP MASS MAILING

APPLICABLE POSTAL RATE(S)

First Class

NUMBER OF PIECES: \_\_\_\_\_

Presorted Standard

ANTICIPATED DISTRIBUTION DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Postal Customer

A MASS COMMUNICATION DISTRIBUTED VIA:

By Hand

Fax

Publication/Posting

Web

Phone

Radio/TV

A MASS COMMUNICATION EMAIL (CHECK ALL THAT APPLY)

List contains email addresses which have never been emailed by my office

List contains email addresses which have not been emailed in the last 12 months

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

### FOR COMMISSION USE ONLY

Majority review: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Minority review: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Revisions Requested: \_\_\_\_\_

\_\_\_\_\_

Revisions Approved By Majority: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Revisions Approved By Minority: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Preliminary Authorization issued to: \_\_\_\_\_ By: \_\_\_\_\_ Via: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_