

# FEDERATION OF JEWISH MEN'S CLUBS (FJMC)

in cooperation with

**MEN OF REFORM JUDAISM (MRJ)**

and

**THE UNITED SYNAGOGUE OF CONSERVATIVE JUDAISM (USCJ)**



**Yom HaShoah Yellow Candle™ Program – 2008/5768**  
 P. O. Box 12582 □ Scottsdale, AZ 85267  
 TEL: (800) 391-7293 (after 9AM MST, 11AM EST)      FAX: (602) 368-6357

**DIRECT SHIP ORDER FORM (Distribution by FJMC – US delivery only)**

Congregation/Organization: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

City: \_\_\_\_\_ ST/PROV: \_\_\_\_\_ ZIP/PC: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: Day: (\_\_\_\_) \_\_\_\_\_ Eve: (\_\_\_\_) \_\_\_\_\_

**PLEASE COMPLETE THE FOLLOWING AFFILIATION INFORMATION**

FJMC       REFORM       UNITED SYNAGOGUE       WOMEN'S LEAGUE

OTHER \_\_\_\_\_

FIRST TIME ORDER       REPEAT ORDER (same as last year)

Candles are sent out individually to members of your congregation or organization. Each candle is mailed in a custom-made box, with a letter from your congregation or organization, the Poem, the Meditation, a tear-off form for contributions and a return envelope.

**DIRECTIONS FOR PREPARING YOUR LIST ARE ON THE NEXT PAGES OF THIS FORM**

\*\*\*\*\* **ORDER** \*\*\*\*\*

<u>ITEM</u>	<u>QUANTITY</u>	<u>COST</u>	<u>SUBTOTAL</u>
Metal Israeli Candles (includes box, your letter, poem, meditation, and return envelope)	_____	x \$3.60/candle	_____
Computer Entry Fee (there is no charge if your list is sent on a computer disk in correct format)	_____	x \$0.35/candle	_____
<u>Extra candles (for publicity, use by Rabbi, new members, etc (by the case, 48 candles)</u>			
Metal Israeli Candles (48 candles/case)	_____	x \$65/case	_____
<b>TOTAL DUE:</b>			_____

# FJMC DIRECT SHIP ORDER FORM cont'd.

**PAYMENT IN FULL MUST ACCOMPANY ORDER**

Check Enclosed, payable to "FJMC"

Charge to Visa or Master Card

Print Cardholder Name: \_\_\_\_\_

Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Day Phone: (\_\_\_\_) \_\_\_\_\_

**CANDLE ORDERS FOR FJMC DISTRIBUTION MUST BE RECEIVED BY MARCH 10, 2008**

Candles will be sent by standard nonprofit bulk mail about three weeks prior to Yom HaShoah.

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## INSTRUCTIONS FOR ORDERING CANDLES FOR FJMC DISTRIBUTION

1. Minimum order is 100 candles. Your list of candle recipients needs to be accurate and legible. Send your list as either a computer disk or a printed list, as follows:

(A) **Send a Computer Disk**

- (1) On a 3.5" disk or CD; in MS Word table or Excel spreadsheet format
- (2) Prepare database fields as follows:

Name, Address, City, State, ZIP (**FIVE FIELDS ONLY**)

**EXAMPLES:**

Mr. & Mrs. Sam Schwartz, 222 Candle Street Apt. 2G, Cleveland, OH, 22222

Mr. & Mrs. Joe Stein, 444 Blue Street, New York NY, 55555

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

(B) **Send a Printed List** (typed or computer-generated)

- (1) There is a \$0.35 charge per name for computerized entry of printed lists.
- (2) Use same format for information as described above for computer disks (only include name, street, city, state, ZIP). **PLEASE DO NOT SEND LABELS.**

## FJMC DIRECT SHIP ORDER FORM cont'd.

2. The **text of the letter** to be sent with each candle is important and should be a respectful commemoration of the Holocaust. If a donation is sought, the cause should be of the appropriate nature, for example, rescuing a Holocaust Torah, camp scholarships or Holocaust programs. It is only necessary to send **one original** of this letter.

If you anticipate donations, please add a **tear-off form** to the bottom of your letter. The best format for this section is to put your return address in the lower left (a standard #10 window envelope will be included with the candle) and space for the donor's name and address on the right. Sample letters are included in the Yom HaShoah Program Guide or on-line FJMC website (<http://www.fjmc.org>).

***Note:*** *The Poem and Meditation will be enclosed with each candle unless you specify differently. Your letter with its contribution request and window envelope will also be enclosed with each candle unless you provide alternative instructions.*

### **Before sending your order for distribution by FJMC:**

- Do **all names** have complete addresses, including city, state, and ZIP code?
- Does the **number of names** on your list match the **number of candles** ordered?
- Are the name, address, and phone number for **your organization** included?
- Have you included the **letter** from your organization to be sent with the candles?
- Have you included **full payment** for your order?

## **STILL HAVE QUESTIONS?**

***Please call (800) 391-7293 (after 9 AM MST, 11AM EST)  
or send your inquiry to <yelcandle@cox.net>.***