

# **NATIONAL CHURCH PURCHASING GROUP**

## **Envelope & Printing Services**



**P.O. Box 2436 Mechanicsville, VA 23116-2436**  
**Toll Free 1-866-598-9248 Fax 804-412-0482**  
**[www.ncpg.net/printing](http://www.ncpg.net/printing)**

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## We Can Help You Grow Your Church's Ministry!

Our goal is simple, to be our customers' preferred source for offering envelopes and ministry resources.

Call us toll free at **1-866-598-9248**  
or visit our website at  
**[www.ncpg.net/printing](http://www.ncpg.net/printing)**  
to request a quote.

# Mailing Programs Can Increase Giving Up To 20%

## Mailing Programs

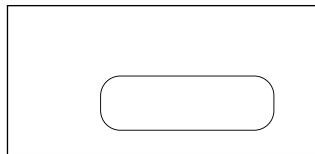
Mailing Program Sets consist of custom, individually addressed offering envelopes; one for each Sunday of the month, plus any Special Collection envelopes you choose. Sets will be mailed directly to members' homes using Third Class non-profit mail. These sets are packaged in a window mailer envelope.

## Benefits of Mailing Program

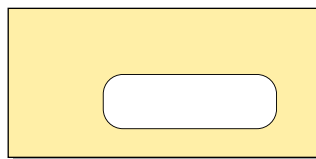
- Relieve budget strain & improve cash flow
- Enhance communication with members
- Eliminate storage & distribution problems
- Increase church revenues
- Keep membership lists up to date



## Mailer's

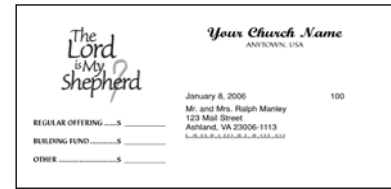


White

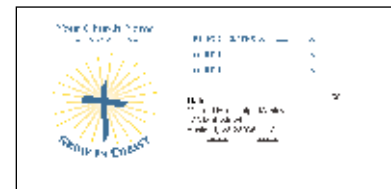


Canary

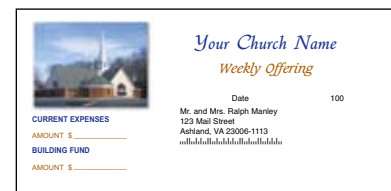
## Designs



Black and White - stock design - #1006



Two Color - stock design - #1007



Full Color - customer supplied graphics

## Supplemental Sets

Temporary sets are for new members after they join on Sunday. Sets will be mailed to members' homes by Thursday so they will have offering envelopes to use until their regular sets are received. A great way to help new members follow through with their contribution commitment.

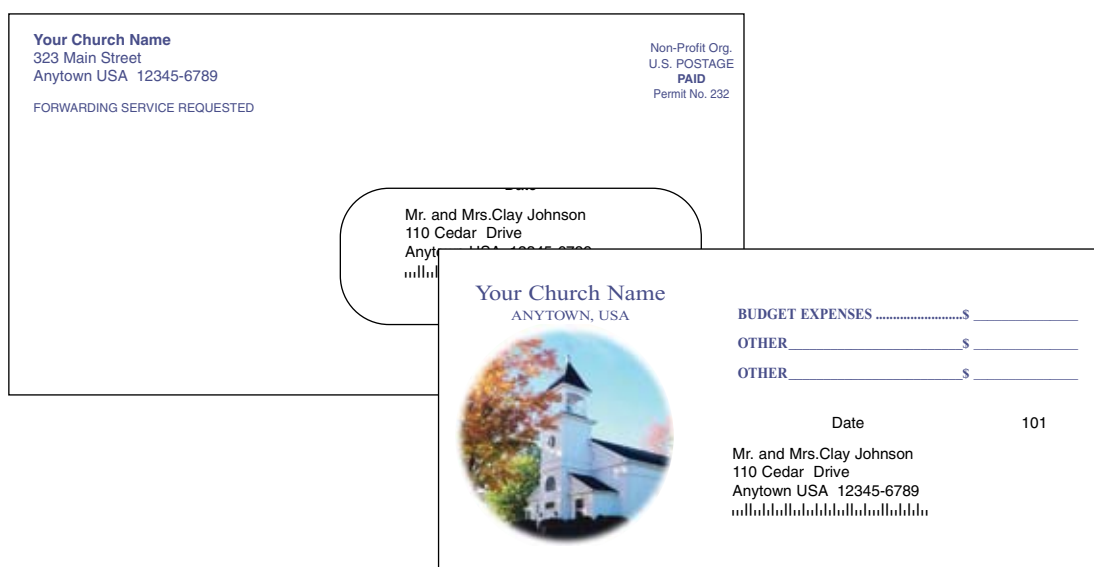


# Why Should My Church Use A Mailing Program?

## Mailing Programs

Increased Giving! - Churches have seen substantial increases in giving when using a Mailing Program.

- Members' Participation Increases! - members are encouraged to give on a more regular basis when they have addressed personalized envelopes.
- Envelopes are mailed directly to members' homes! - Envelopes are in your members' hands more quickly, not on a table in the church hall waiting to be picked up.
- Eliminates storage problems! - There is no need for storage of offering envelopes at the church.
- Record keeping is easier! - Printed names reduce errors and make posting easier. Members find it easier to keep track of contributions.
- Frequent updating of church membership list! - Members' names and addresses may be updated each mailing.
- Flexibility! - You have the flexibility to add Special Collection envelopes.



# Special Collection Envelopes

These colorful and vivid envelopes help increase your congregation's awareness of special funds and days. You may choose from our preprinted selections or design your own. Envelope size is 6<sup>1/4</sup>" x 3<sup>1/8</sup>"

**\*Specific denomination envelopes available.**

- Add to Envelope Mailing Sets
- Insert into Bulletin
- Place in Pews
- Include in Boxed Sets
- Place in Church Newsletter

• \*Minimum 500 envelopes

Quantity 500-999	Unprinted \$45.00/M	Customized \$50.45/M
1,000 +	Unprinted \$39.00/M	Customized \$44.45/M



Anything Possible #1136



Experience God #1139



Footprints #1141



He is Risen #1142



Love Never Fails #1145



Love Is Patient #1146



Star of Bethlehem #1152



True Vine #1150



Advent Offering - #5000



All Saints - #5054



All Souls Day - #5078



Ash Wednesday - #5001



Assumption - #5052



Benevolence - #5079



Building Fund - #5002



Capital Campaign- #5081



Christmas - #5059



Christmas Eve Offering - #5004



Christmas Joy - #5076



Hark The Herald - #5003



Peace On Earth - #5069



Communion Offering - #5044



Debt Reduction Offering - #5005



Easter Offering - #5006



Easter - #5049



Good Friday - #5007



Happy New Year - #5014



Harvest Home - #5074

Designs subject to change without notice.

# Special Collection Envelopes



Holy Thursday - #5071



Human Relations - #853



Immaculate Conception - #5056



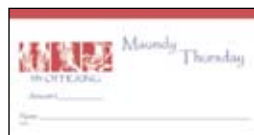
Initial Offering - #5302



Lent Offering - #5008



Love Offering - #5009



Maundy Thursday - #5010



Men's Day - #5042



Missions Offering - #924



Native Am. Awareness - #859



New Year's Eve - #5013



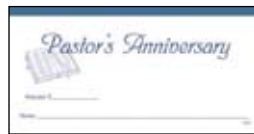
One Great Hour - #857



One Great Hour - #5073



Palm Sunday - #5015



Pastor's Anniversary - #5080



Peacemaking Offering - #5077



Peace with Justice - #851



Pentecost - #5016



Peter's Pence - #5075



Reformation Sunday - 5017



Solemnity of Mary - #5046



Special Offering - 5011



Thanksgiving Offering - #5018



Methodist Student Day - #863



Vacation Bible School - #5019



Women's Day - #5040



Annie Armstrong - #5303



Lottie Moon - #5304



Improvement Fund - #1122



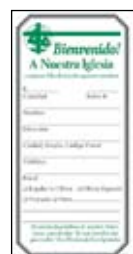
Welcome To  
Worship - #5060



Welcome  
Visitor - #5086



Respuesta del  
Visitante - #5091



Bienvenido  
- #5094



Welcome to our  
church



Welcome  
Guest



Disaster Relief - #5110

(to see more designs visit our website)

# Boxed Sets

## Stock Boxed Sets

Stock box sets are perfect for smaller churches. An inexpensive option to generate stewardship commitment. Sets are printed in black ink, perennially dated and sequentially numbered. NO ADDITIONAL CHARGE. Envelopes come in sets of 52 currency size (6<sup>1/4</sup>" x 3<sup>1/8</sup>") and are each packaged in their own carton.

• **\$1.45 set of 52, minimum 24 sets.** \*



Boxed Set - #911



Stock Boxed Set - #910



Stock Boxed Set - #908

## Choice Boxed Sets

Stock Designs. Choose from our designs. Choice Sets offer the look of custom envelopes at an attractive price. Add your church name, city and state at NO ADDITIONAL CHARGE. Numbering and dating options are also available.

**Price per set of 52 ( minimum 24 sets. \*)**

24-99	\$1.55
100-199	\$1.47
200-399	\$1.40
400-799	\$1.35
800 +	\$1.28



Cross & Wheat - #830



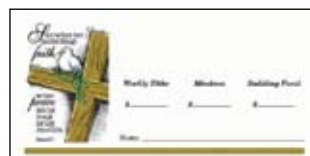
My Offering - #914



Dove & Clouds - #828



Stained Glass - #841



Dove & Cross - #913



Spanish - #1001

## Custom Printed Boxed Sets

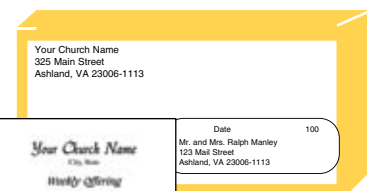
Custom printed boxed sets are a proven and effective way to increase contributions. Each boxed set consists of a custom weekly envelope and any special fund envelopes you choose. The envelopes may be dated perennially or with calendar dates, and numbered. You may select the envelope color, ink, scripture verses, giving categories, and artwork to be printed on your envelopes. \*



## Personalized Boxed Sets

Specific denomination logos available. Personalized sets are Custom Boxed Sets with a "special touch." Each set is personalized with your members' names and addresses printed on each envelope. These sets are mailed to your member's home annually or can be shipped to your church for distribution.

\*Special Collection envelopes may also be included in your sets.



# Choice Plus Envelopes

Choose a style, select your funds and add your denomination's logo.

## Boxed Sets \*

- 52 envelopes in a set
- \* extra collection envelopes not included in this price

**Price per set of 52 ( minimum 24 sets. )**

24-99	\$1.60	400-799	\$1.40
100-199	\$1.55	800 +	\$1.37
200-399	\$1.47		

**Bulk prices start at \$39.00 per thousand**

- \*Minimum 500 envelopes

500-999	Unprinted \$45.00/M	Customized \$50.45/M
1,000 +	Unprinted \$39.00/M	Customized \$44.50/M

A

Your Denominational Logo Here

**YOUR CHURCH NAME**  
City, State

*My Offering*

Select \_\_\_\_\_ \$ \_\_\_\_\_      Select \_\_\_\_\_ \$ \_\_\_\_\_      Other \_\_\_\_\_ \$ \_\_\_\_\_

Name \_\_\_\_\_

B

Your Denominational Logo Here

*My offering for*  
**Your Church Name**  
City, State

Select ..... \$ \_\_\_\_\_

Select ..... \$ \_\_\_\_\_

Other (.....) ..... \$ \_\_\_\_\_

Name \_\_\_\_\_

"Upon the first day of the week let every one of you lay by him in store, as God hath prospered him."-1 Cor. 16:2

D

Your Denominational Logo Here

**Your Church Name**  
City, State

*My Offering*

Amount \$ \_\_\_\_\_

Name \_\_\_\_\_

C

Your Denominational Logo Here

**Your Church Name**  
City, State

Please indicate how money is to be divided.

Select \_\_\_\_\_ \$ \_\_\_\_\_

Select \_\_\_\_\_ \$ \_\_\_\_\_

Select \_\_\_\_\_ \$ \_\_\_\_\_

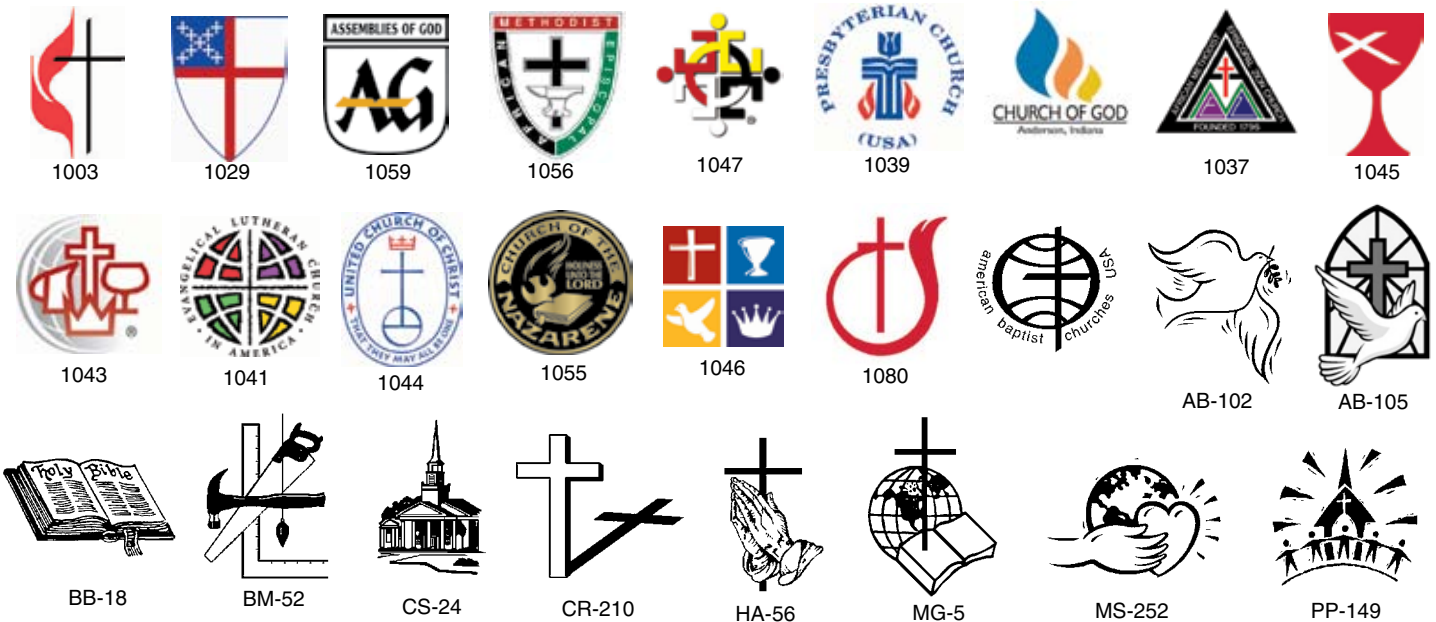
Other \_\_\_\_\_ \$ \_\_\_\_\_

Name \_\_\_\_\_      Total \_\_\_\_\_ \$ \_\_\_\_\_

# Denominational Logos and Standard Art

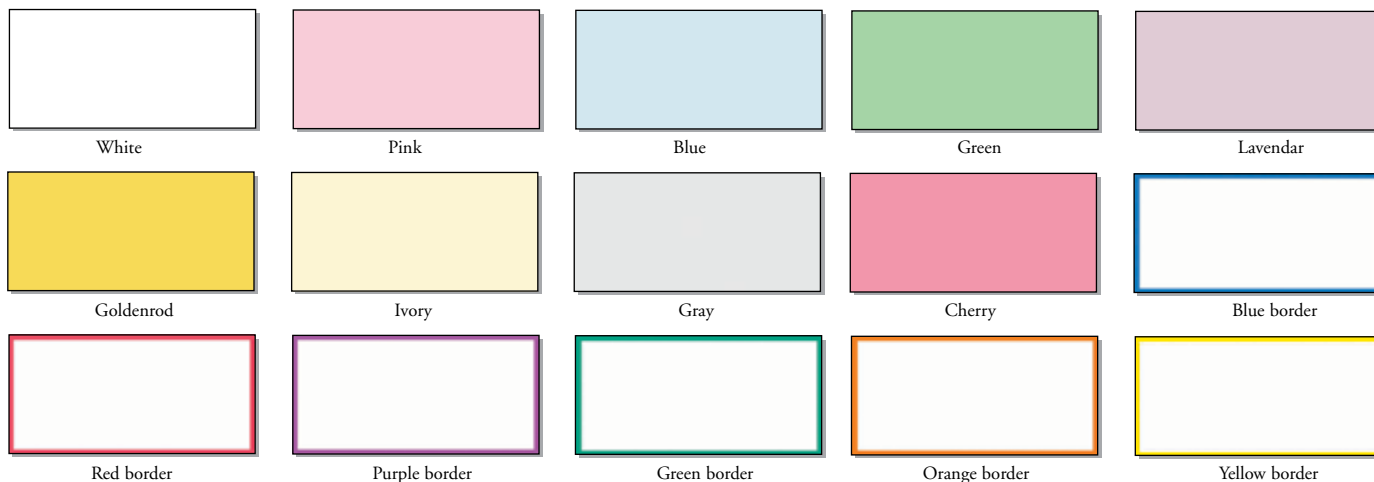
If your denomination logo is not shown, just give us a call for availability.

\*All logos are protected by copyright laws.





# Envelope Stock Colors



## Envelope Sizes

- Currency size - 6<sup>1/4</sup>" x 3<sup>1/8</sup>" available in all colors
- Full flap remittance - 6<sup>1/2</sup>" x 3<sup>1/2</sup>" available in white
- Mail back Envelope - 6<sup>3/8</sup>" x 3<sup>1/4</sup>" available in white and ivory

*Church Name, City, State, Numbering and Dating are optional and printed in black ink.  
Additional charge for colored stock.*

## Artwork Guidelines

Information below provides guidelines for submitting artwork.

### We accept files created in:

- QuarkXPress
- Photoshop
- InDesign
- Illustrator
- MicroSoft Word

### Format needed:

- tiff file
- eps file
- pdf file
- psd file
- doc file

### Artwork (graphics):

Include all scanned and/or drawn artwork. Please scan art - actual size at 300 dpi.

For 2 color artwork an Illustrator, eps file is desired with specified Pantone colors.  
(jpeg or tiff files are not acceptable)

Provide a hard copy ad/or color separated proof.

(Color separations are necessary when printing with 2 colors of ink.)

### Full Color:

Send art in the original format or a 300 dpi pdf or tiff file.

If you use a digital camera, please set the image size at the highest/largest size possible.

Your file may not exceed 2MB. If you choose, burn your image to CD and mail.

You may e-mail your artwork or photo to us at [epgraphics@ncpg.net](mailto:epgraphics@ncpg.net).

(Please note: Full Color print may not match exactly as what you see when viewing your proof online.)



# Full Flap Remittance Envelopes - Custom Printed

Full Flap Remittance Envelopes are the perfect tool for fundraising, whether you are a non-profit organization, church or school. These envelopes are designed to ensuring each person's confidentiality because the full flap covers all the contribution information allowing for worry free contributions.

Full Flap Remittance Envelopes can be custom printed in one, two or full color graphics and are offered in two different sizes.

Because of the unique design of the Full Flap Remittance Envelope, it serves as a positive part of a fundraising and contribution system. Space is available for printing on the front and the back as well as under the flap.

We'll work with you to design a remittance envelope that will bring results!

## Full Flap Remittance - Mailable Size (3 5/8" x 6 1/2" closed)

- Designed to meet the mailing requirements of the USPS.
- Full flap covers all contribution information for confidentiality and worry free giving.
- Can be purchased in bulk quantities to be used in a mailing campaign or in an offering envelope stewardship programs (yearly boxed sets and mailing programs).

I wish to make a contribution in memory/honor of:

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**to St. John Lutheran Church.**  
Please send a card to the family of the deceased/honoree:

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Premiere Envelope Services-02

---

My name and address

---




---

Amount Enclosed \$ \_\_\_\_\_

• Back

The LORD is my shepherd; I shall not want. Psalm 23:1




---

From: \_\_\_\_\_

PLACE  
STAMP  
HERE

St. John Lutheran Church ELCA  
4600 Jimmy Johnson Blvd.  
Port Arthur, TX 77642-6506

A Memorial/Honorarium

• Front

## Full Flap Remittance - Pew Size (3" x 7 1/8" closed)

- Designed to fit in pew holders.
- Full flap covers all contribution information for confidentiality and worry free giving.
- May be purchased in bulk quantities or in an offering envelope mailing stewardship program.

Name \_\_\_\_\_


Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

• Back

*"But seek ye first the kingdom of God,  
and his righteousness: and all these  
things shall be added unto you."  
Matthew 6:33*



**My Weekly Offering**

**Title** \$ \_\_\_\_\_

**Building Fund** \$ \_\_\_\_\_

**Other** \$ \_\_\_\_\_

**Total Amount** \$ \_\_\_\_\_

(You may write one check for total amount.)

*Your Church Name*  
1234 Main St.  
Anytown, US 56789

• Front

# Full Flap Remittance Envelopes - Stock Designs

We offer a selection of stock full flap remittance envelopes for your convenience. Envelopes are printed with the designs illustrated below. You have the option to add your address on the outside of the envelope, allowing contributors to mail in their contributions.

- Minimum 500 envelopes

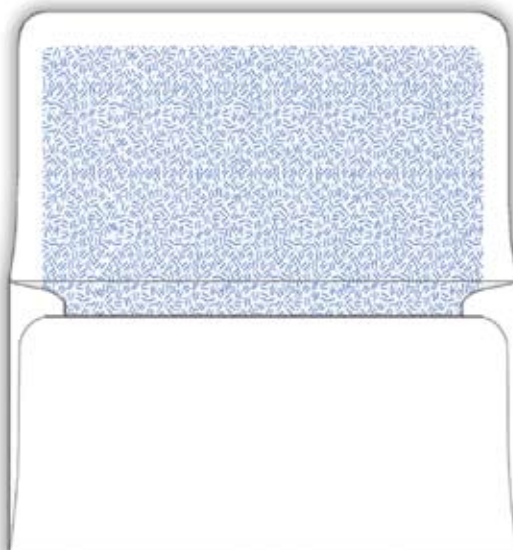
<b>Quantity 500-999</b>	<b>Non Custom \$49.50/M</b>	<b>Customized \$54.95/M</b>
<b>1,000 +</b>	<b>Non Custom \$46.50/M</b>	<b>Customized \$51.95/M</b>

From: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PLACE  
STAMP  
HERE

Your Church Name  
Address  
City, State Zip Code

• Front #1206 & 1207



• Back #1206

**TITHE AND OFFERING ENVELOPES**  
 "...for God loveth a cheerful giver." 2 Cor. 9:7

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Date \_\_\_\_\_ Env. # \_\_\_\_\_

Credit Debit Card/Offering  
 Visa  Master Card  Discover  AMEX  Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Signature required for credit card donations. \_\_\_\_\_

DESIGNATION	AMOUNT	DESIGNATION	AMOUNT
TITHES	\$ _____	CHILDREN'S MINISTRY	\$ _____
GENERAL OFFERING	\$ _____	BUILDING FUND	\$ _____
SUNDAY SCHOOL	\$ _____	OTHER	\$ _____
MISSIONS	\$ _____	OTHER	\$ _____
YOUTH MINISTRY	\$ _____	TOTAL	\$ _____

• Back #1207

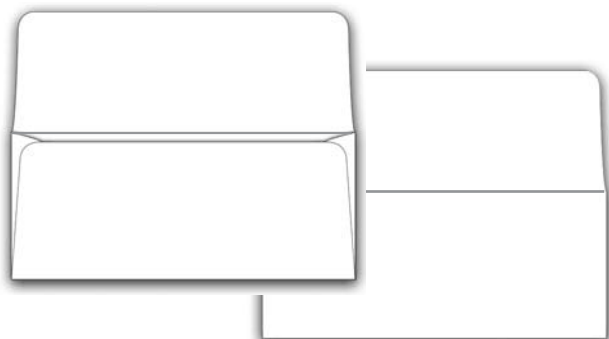
• Inside of envelope—flap at top folds over to ensure confidentiality

# Full Flap Remittance Envelopes - Unprinted

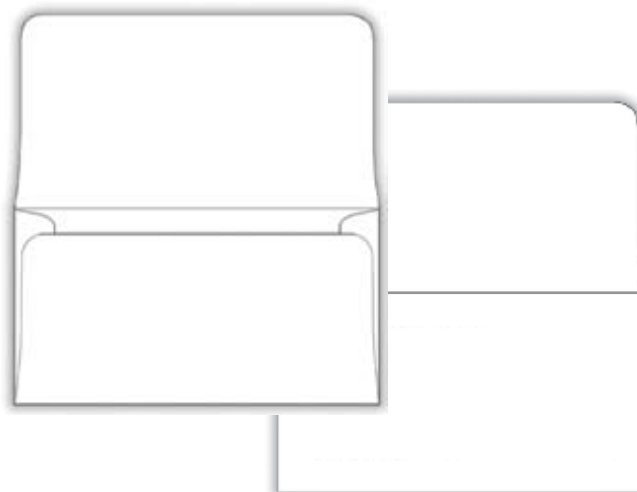
AVAILABLE IN TWO SIZES - WHITE ONLY

- Minimum 500 envelopes

<b>Quantity 500-999</b>	<b>\$34.85/M</b>
<b>1,000 +</b>	<b>\$31.85/M</b>



Pew Size (3" x 7 1/8" closed)



Mailable Size (3 5/8" x 6 1/2" closed)

# Church Direct Mail

## The #1 Tool for Attracting Visitors To Your Church

Target specific zip codes or even down to the carrier route.

Full Color! One glance and your message has been communicated.

Pay as little as 7 cents per piece in postage costs. Your entire piece (including postage) is less than a first class stamp.

Include maps to encourage attendance to your services.

Use a custom design or pick from one of ours.

Request a quote, email or call us at 1-866-598-9248



### As Easy As 1 - 2 - 3

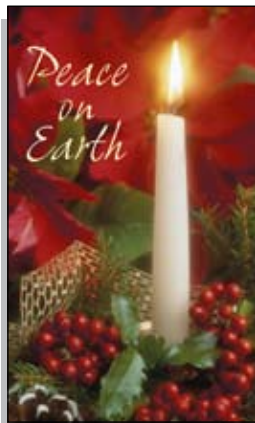
**Step 1** Decide which zip codes or carrier routes you wish to target

**Step 2** Design a graphic or choose one of ours

**Step 3** Leave the rest to us! We provide the lists, print your mailpiece, and deliver to the USPS

## Seasonal Celebration Packages

Celebrate the season with theme-based products. Present your message in full color. We offer matching bulletins, folders, letterhead, mailing envelopes and offering envelopes.



# Church Ministry Resources

NCPG Envelope & Printing Services is proud to provide you with a secure online printing service. Whether your need is to get a price quote or to place an order, our website gives you a safe user-friendly format to complete the job that you need. If you need additional assistance, you have the option to use our online chat, e-mail us, or call us direct at 1-866-598-9248 and speak with one of our knowledgeable sales assistants.



Impact Card

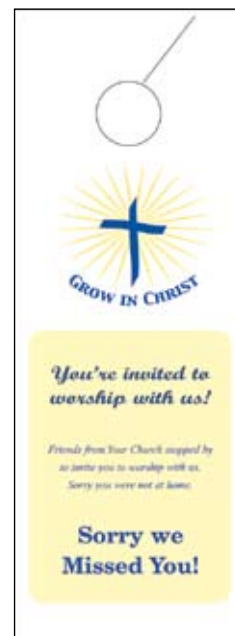


Impact Card

*Get your quote online  
or our specialist  
will be happy to assist  
you in pricing.*



Brochures



Door Hangers



*Offertory Envelopes  
for Less!*

**EXCLUSIVE DISCOUNT PRICING  
FOR NCPG MEMBERS**



**P.O. Box 2436**

**Mechanicsville, VA 23116-2436**

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