

Please remove my name and address from your mailing list.  
I want to reduce the amount of unsolicited mail I receive.  
(Include all variations of your name.)

NAME \_\_\_\_\_

NAME \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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### Tired of dealing with junk mail?

Catalogs, credit card offers, and coupons for things you don't want or need—wouldn't you be happy if you never saw junk mail again?

This **Stop Junk Mail Kit** makes it easy to reduce your junk mail. The simple format and pre-addressed postcards help you get the job done.

Reducing junk mail gets clutter out of your mailbox, frees up your time, and helps protect the environment. It takes 17 trees to make a ton of paper. That means nearly 100 million trees get used for junk mail every year in the U.S. Let's keep the trees in the forest, and get the junk mail out of your life.

For more information on reducing junk mail and other waste reduction ideas call **877-STOPWASTE (786-7927)** or go online to **www.StopJunkMail.org**.



777 Davis Street, Suite 100  
San Leandro, Ca. 94577



### STOP JUNK MAIL KIT



It's good to recycle  
your junk mail.  
It's even better to stop  
getting it.

**Bay Area Junk Mail Reduction Campaign**  
A partnership of 110 Bay Area cities & counties  
877-STOPWASTE (786-7927)  
[www.StopJunkMail.org](http://www.StopJunkMail.org)

## SIX EASY WAYS TO REDUCE JUNK MAIL

**1** Fill out and mail the postcards attached (at right). Be sure to list all variations of your name.

For example:

John Doe      John T. Doe  
J. Doe        Jonathan Doe  
Johnny Doe

**2** When you buy from catalogs over the phone or online, make sure to let the company know, **"DO NOT SELL MY NAME OR SEND PROMOTIONAL MAIL!"**

**3** Call the following numbers to request your name be taken off their list:

Credit Card Offers:  
Equifax/Trans Union/Novus/Experian  
1-888-567-8688

Computer Disks:  
America Online: 1-800-827-6364

Sweepstakes:  
Publishers Clearinghouse: 1-800-645-9242

Shopping Flyers:  
ADVO: 510-489-6577  
ADVO Consumer Assistance: 1-888-241-6760  
PennySaver/Potpourri: 1-800-422-4116

**4** Contact the catalog and tell them you want your name taken off their list.

Call the number on the catalog or write a simple letter (see example below). It is easier for the organization to remove your name if they have the exact copy of your address label; cut or peel it off and glue or tape it to the bottom of your letter.

*Sample letter:*

Date:

*I want to reduce the amount of unsolicited mail I receive. Please remove my name and address from your mailing list as listed below:*

Name  
Your address  
Your city  
Your state and zip code

Thank you.

Your signature

*(tape or paste label from catalog or magazine here.)*

You may download a copy of this sample letter by going to [www.StopJunkMail.org](http://www.StopJunkMail.org).

**5** Write on the bottom of checks and mail orders, **"DO NOT SELL MY NAME!"**

**6** Contact your service providers such as insurance, bank, wireless provider, etc. and ask them not to send you promotional material.

### TWO WAYS THAT WON'T WORK

#### Refusing unsolicited mail.

Writing "Return to Sender" or "Refusal" on unsolicited mail and placing it in your mailbox only results in the U.S. Postal Service discarding it, since third class bulk mail will not be forwarded.

#### Returning junk mail postage due.

Trying to get the attention of a company by returning your accumulated junk mail in an envelope with insufficient postage does not work.

Most people notice a difference in about three months. Be patient, removal of your name can take up to a year.

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The Bay Area Junk Mail Reduction Campaign is brought to you by BayROC - A partnership of 110 Bay Area cities and counties.

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PLACE  
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