



**MK ELECTION SERVICES, LLC**  
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### **Guidance on Candidate Mailings for the 2020 Massachusetts Nurses Association Election**

MK Elections will facilitate mailings for any candidates wishing to send campaign literature to MNA members. The following rules and procedures will apply:

1. You must notify Caleb Kleppner by email ([caleb@mkelections.com](mailto:caleb@mkelections.com)) that you wish to send a mailing. This notification must include:
  - a. The specs of the mailing (size and weight) for pricing purposes, and
  - b. A description of the group of voters the mailing should go to (all voters, a region, etc.). The pieces will be addressed by the mailing house (GoodCopy).
2. You must provide one electronic copy of the mailing to Caleb Kleppner by email (to ensure compliance with campaign rules).
3. MK Elections will inform you about the cost of the mailing services (mailing, postage and a \$250 handling fee). You are responsible for delivering TWO CHECKS to GoodCopy (110 Hamilton St, New Haven CT 06511, Attn: Corey Greco, President):
  - One check payable to “MK Election Services” for \$250, and
  - One check payable to “GoodCopy” for the mailing and postage.

*NOTE: GoodCopy must receive the two checks before they begin preparing your mailing. Both checks should go in the same envelope.*

4. Candidates are responsible for having their printed materials delivered to GoodCopy (110 Hamilton St, New Haven CT 06511, Attn: Dave Signore) *at least one week (7 days) before the mailing date.*

The mailing house can address postcards, envelopes or most any other types of mailings.

If you have any questions about candidate mailings, please contact Caleb Kleppner at [caleb@mkelections.com](mailto:caleb@mkelections.com). Please include a phone number so that Caleb can call you to discuss any details about the mailing.