

## S00384 - Client files

**Series Number:** S00384

**Series Title:** Client files

**Dates:** [197-]-2007

**Extent:** 12.3 m of textual records

**Scope and Content:** Series consists of correspondence, meeting minutes, contracts, sample mailings, mailing reports and published materials produced by or about the company's existing and prospective clients, suppliers, employees and other direct response marketing organizations. Series documents Stephen Thomas Limited's work as a direct marketing agency specializing in fundraising for not-for-profit organizations, its professional relationships with these groups and individuals and the its involvement in several fundraising-related events and projects. Files pertaining to the company's clients and prospective clients include information about the organizations' missions, programs and activities.

**Restrictions on Access and Use:** No restrictions on access.

**Arrangement:** The files are arranged alphabetically by name of client, supplier, employee or event.

**Other Notes:** 1. The Mailing files series (S00382) contains records related to fundraising campaigns that Stephen Thomas Limited conducted for its clients between 1980 and 2004. The New Democratic Party mailing files series (S00383) contains records related to mailing campaigns created by Steve Thomas and Stephen Thomas Limited on behalf of Humber College, Oxfam Canada, federal and provincial levels of the New Democratic Party between 1973 and 2001.