

Mailing Information

Necessary information needed to begin work on Mailing Job # _____

Job Description _____

Mail Date _____ Variable _____

Total Records _____ Mail Merge _____

Mail International Records Yes No # of Inserts _____

Does List need to De-Dupe Yes No Anything Supplied _____

Final Size _____ Collation Order _____

Paper Weight _____ Special Instruction/font, size, etc. _____

Postage Payment Method

Will the client supply the postage?

Yes No

There is a 15% convenience fee (or we need postage at the time the job is approved to print)

Printer Indicia

Customer Indicia

Meter

Retail Stamps

Precancelled Stamps:

Standard Non-Profit First Class

Postage Type:

First Class Retail

FIRST CLASS
US Postage
PAID
Permit #
Rutland, VT

First Class Presort

FIRST CLASS
PRSRT
US Postage
PAID
Permit #
Rutland, VT

Standard Presort

PRSRT STD
US Postage
PAID
Permit #
Rutland, VT

Non-Profit Presort

NP ORG
US Postage
PAID
Permit #
Rutland, VT

DELIVERY OF MAIL

Where should mail be delivered? _____

RESIDUAL OF PRINTED PIECES

What should we do with these pieces? _____

For Mail Dept. Use Only

Mail Dept. Supervisor to approve all proofs meet postal requirements. Initial _____

Final Records Mailed _____ Postage Amount _____

Notes from Mailing Dept. _____

