# **MAILING JOB REQUEST**

Name:	Dep	t:	Due Date:	
Phone/Extension:		_Email:		
8-digit CBORD for	printing:			
15 digit Colleague	Number/DataTel for postage	:		
Type of mailing:	Marketing/ Standard Mail_ (Minimum 200)	First Class Presor (Minimum 500)	tOther	
	Nonprofityes _	no		
<u>Submitted</u>				
PDF file name:		Material	Material to print on:	
CSV file name (list	:):	N	Number of records:	
			heet per file, Addition Preferred name.	
Additional blank o	ards needed:	_Send PDF sample:	Physical Sample:	
Export file back w	ith all columns:yes	_no *address changes wil	ll be sent back via email	
Other instructions	5:			
Deliver 5 physical	samples of mailing, exactly	what will be sent in each n	nailer.	
Send separate pri	nt job and file for Internation	al addresses		
Address Block	<u>&lt;</u>			
List your address	block with header/column fie	ld name:		
N	ame 1:			
N	ame 2:			
	ddress 1:			
A	ddress 2:			
A	ddress 3:			
C	ity, State Zip Code:			
	ices (check only one or leave			
Standard Marketing	g Mail charges extra for these se	rvices. First Class presort will	forward or return your mail for free.	
Address Se	ervice Requested	Change Service Red	quested	
Return Ser	vice Requested	Forwarding Service	e Requested	
*If	stuffing envelopes, they must st If you have any questions p	ay in same trays and rubber b llease contact the Document	-	

# Things to know: Mailing Job Request for Marketing Mail and First Class Presort

# Avoiding Phone Calls:

1) Fill out the Mailing Job Request form completely

## Excel File:

- 1) Save spreadsheet as a .csv file
- 2) Header/columns should separate first name and last name, address 1, address 2, address 3 (if needed), City, State, Zip code. This is best for address verification (updated addresses)
- 3) International addresses should be in a separate file
- 4) Special Character need to be called out for each person's name

### Setting up Document:

- 1) Postcards:
  - a. 5/8" clear space at bottom of address for barcode
  - b. Minimum of 2 ½" x 1 ¼": of white space for address
  - c. If there are bleeds be sure to add the bleed and add trim marks
  - d. Send 1 jpeg or PDF file of front and back, we will set them up for printing

### Submitting:

- 1) Complete this Mailing Job Request form and any more information needed
- 2) Send PDF via Trac Solutions
- 3) Send 5 physical samples of exactly what will be sent in each mailer:
  - a. this is for the weight, thickness, and measurements for postage charge

### Other:

- 1) We can do variable data elsewhere on the mailing, including images
- 2) Do not remove pieces from mailing trays
  - a. If removed it has to be resorted and reprinted again
  - b. Be diligent in proofing documents to envelopes
- 3) If stuffing envelopes, keep mail in same tray
  - a. Rubber banded bundle must keep in same bundle
  - b. If in question, review outside of tray for organizing
  - c. Bring to Mail Center after stuffing

Mail Type	Minimum Quantity	Estimate Mail Time	Pricing
Marketing Mail	200	5-8 days	Least expensive Additional cost to forward or return
First Class Presort	500	3-5 days	Little less than regular postage Will forward mail/return
Parcel Post Packages	50	3–8 days	Savings can be significant