

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 1/2" x 1 1/4": 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