

# The Printing Co. Mail Distribution EDDM CHEAT SHEET – for reference use only

- **Email Mail jobs to** [mailings@theprintingco.biz](mailto:mailings@theprintingco.biz) ASAP
- **Subject line:** Job#, Customer name, mail date
- **Attach:** A completed **Mailing Doc 08 - TPC EDDM Distribution CHECKLIST**

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Order # \_\_\_\_\_

Date to Mail \_\_\_\_\_  Firm  Flexible

Customer \_\_\_\_\_

Job Name \_\_\_\_\_

Size of Mail Piece \_\_\_\_\_

Quantity of Mail Pieces \_\_\_\_\_

Paper Stock \_\_\_\_\_

Permit # \_\_\_\_\_ Postage paid by  TPC  Customer

Customer Provided Stock

**KEEP EXTRAS FOR REP**

- **EDDM Rates:**
- **Nonprofit Letters - .091 - .136 cents**
- **Nonprofit Flats - .076 - .137 cents**
- **Reg Letters - .179 - .224 cents**
- **Reg Flats - .162 - .225**

*Please list ZIP codes in ZIP order.*

**RESIDENTIAL ONLY** \_\_\_\_\_ **COMMERCIAL ONLY** \_\_\_\_\_ **RESIDENTIAL & COMMERCIAL** \_\_\_\_\_

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**OTHER NOTES** \_\_\_\_\_

TPC mails EDDMs at the BMEU entry point (not Retail). Final EDDM numbers and rates will be figured using TPC mailing software. Use the USPS online tool for reference only. <https://eddm.usps.com/eddm/customer/routeSearch.action>