

The Printing Co. Mail Distribution CHECKLIST – send to Mailing Dept

Job Ticket # _____

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 Customer or Dispose

POSTAGE TYPE (Mail Classification)

- 1st Class Single-Piece rate** – 200 piece minimum (1st Class Single Piece permit)
- 1st Class Presort** – 500 piece minimum (1st Class Presort permit)
- 1st Class Stamps** Letter Postcard – no minimum (no permit)
- USPS Marketing Mail** – 200 piece minimum (Marketing Mail permit)
- USPS Nonprofit Marketing Mail** – 200 piece minimum (Nonprofit Marketing Mail permit)

SUPPRESSION (aka Merge/Purge) (compares mailing list to a Do Not Mail list and eliminates duplicates)

DUPLICATION SEARCH (aka Deduping)

(Removes dupes based on search criteria - optional)

- One per household** (address only)
- One per person** (name and address)
- None/Other** _____

ADDRESS QUALITY - MUST PICK 1 OF THE FOLLOWING 2 OPTIONS (not needed with stamps)

- Address Correction** – Basic CASS Certification
- NCOA (aka Move Update)** – Basic CASS Certification plus change of address updates

SPECIAL HANDLING

- Apply Stamps**
- Tabbing # of tabs** _____
- Imprint Permit #** _____
- Hand Sort**
- Imprint Return Services - choose 1 below**
(additional fees may apply)
- "Address Service Requested"
- "Return Service Requested"
- "Change Service Requested"
- "Forwarding Service Requested"

- Inserting into Envelope**
Specify envelope size _____
- By Hand**
- By Machine**
Total Inserts: _____
- 1 - Size _____, Paper Stock _____
- 2 - Size _____, Paper Stock _____
- 3 - Size _____, Paper Stock _____
- 4 - Size _____, Paper Stock _____

MERGED MAILING **NO LETTER MERGE NEEDED**

HOW SHOULD ENVELOPE OR PIECE BE ADDRESSED

(the Mailing Address Block)

- Salutation
- First Name Middle Name Last Name Suffix
- Full Name
- Title
- Business
- "Or Current Resident"
- Other
(ex. – "Postal Customer") _____
- Address Line 1 Address Line 2
- City, State, Zip
- Barcode

VARIBLE DATA NEEDED FOR PRINTED INSERTED PIECE

(exported fields needed by Art Dept)

- Same as envelope
- Date _____
- Salutation
- First Name Middle Name Last Name Suffix
- Full Name
- Title
- Business
- Other _____
- Address Line 1 Address Line 2
- City, State, Zip
- Barcode

OTHER NOTES _____