

Work Sheet for Card Mailing

Select A Size – based upon postage rate

Post Card Size 3.5 x 5 – 4.25 x 6

Standard Sizes

3.5 x 5.5
4.25 x 6

Letter Size 4.25 x 6 – 6.125 x 11.5

Standard Sizes

5 x 7
5 x 8
5.5 X 8.5
6 x 9
6.125 x 11.5
Custom Size _____

Write the size you have selected here _____

Select Mailing Classification – the rate at which you want to mail

First Class – refer to the website for more information

Standard – refer to the website for more information

Non-Profit – refer to the website for full details and forms. The U. S. Postal Service has strict guideline for Non-Profit Agencies. You will need the following;
Forms PS 3623
A request for acceptance on your organizations letterhead

Write your mailing classification here _____

Quantity / Mail List – variable data

The quantity of mail list #1 _____

The quantity of mail list #2 _____

The quantity of mail list #3 _____

The quantity of all mailing list _____

Are your mail list(s) in CSV or Comma Delimited Format?

What quantity do you need to order through the site to fulfill your mailing? _____

Minimum quantity for First Class is 500

Minimum quantity for Standard Class is 200

Write your print quantity here _____

Coating

Do you want your mail piece to coat?

If the answer is yes you must leave a window in the coating for your variable data to receive automation rates

Circle one Coat with KO window / Do not coat
