

Work Sheet for Self Mailers

Select A Size – all of the self mailers below mail at the Letter Size Postage Rate

Standard Sizes

8.5 x 11	Folded to 8.5 x 3.666 Folded to 8.5 x 5.5
9 x 12	Folded to 9 x 4 Folded to 6 x 9
8.5 x 14	Folded to 8.5 x 3.5 Folded to 8.5 x 4.67
9 x 16	Folded to 9 x 4
11 x 17	Folded to 8.5 x 5.5 Folded to 8.5 x 3.666
9 x 20	Folded to 9 x 4

Write the size you have selected here _____ The folded size 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 _____

Mail List / Quantity – 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
