

Date Job must ship: \_\_\_\_\_

Date shipped: \_\_\_\_\_

Name \_\_\_\_\_

Company/Business Name \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

NAICS Code \_\_\_\_\_

Mailing List File Name: \_\_\_\_\_  De-Dupe List

Signed Processing Acknowledgment Form (PAF) submitted?  Yes  No \_\_\_\_\_

**NORMAL MAIL PRODUCTION TIME is 2 days! Delivery time is additional (see below)**

- Hand Stamp** (Full rate 1st class) (Approx. 1-3 bus. day delivery) any quantity of pieces
- Hand Stamp** (PreSrted 1st class) (Approx. 1-3 bus. day delivery) minimum 500 pieces
- Hand Stamp** (PreSrted Std) (Approx. 2-5 bus. day delivery) minimum 500 pieces
- Hand Stamp** (NonProfit PreCancelled) (Approx. 2-5 bus. day delivery) any quantity of pieces
- Indicia**- 1st Class (Approx. 1-3 bus. day delivery) minimum 200 pieces
- Indicia**- Pre-Srt First Class (Approx. 1-3 bus. day delivery) minimum 500 pieces
- Indicia**- Pre-Srt Std (Approx. 2-5 bus. day delivery) minimum 200 pieces
- Indicia**- Non-Profit Bulk (Approx. 2-5 bus. day delivery) minimum 200 pieces

Non-Profit Authorization # \_\_\_\_\_ (required to mail at non-profit postage rate)


**Indicia**- Cust. Permit # \_\_\_\_\_ Issuing Post Office \_\_\_\_\_

- Qty Mailed \_\_\_\_\_  Folding \_\_\_\_\_
- Extra for Mail Processing \_\_\_\_\_ (min. 50)  Envelope Stuffing \_\_\_\_\_
- Qty to Customer \_\_\_\_\_  Inserts: Size of Envelope \_\_\_\_\_ No. of Inserts \_\_\_\_\_

**Paper Stock:**

- 80lb Uncoated Cougar Cover  70lb White Offset Text
- 100lb Uncoated Cougar Cover  80lb White Offset Text\*
- 80lb White Gloss Cover  80lb White Gloss Text
- 100lb White Gloss Cover  100lb White Gloss Text

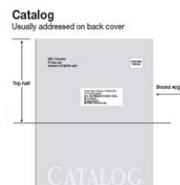
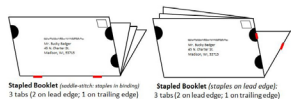
**Postcard**  4x6  5x7  5.5x8.5  6x9  EDDM:  6x11  8.5x11

**Self-Mailer** (fold at bottom)   8.5x11- Trifold  Text  Cover  Tabs: 2

8.5x11- Bifold  Text (min. 70lb Text)  Cover  Tabs: 2

8.5x14- Double-folded  Text  Cover  Tabs: 2

**Booklet**  5.5x8.5 (Tabs: 3) (staples at bottom)  8.5x11 (No tabs) (mail panel on top half)



**For Office Use Only:**

Mailing Services Est. \$ \_\_\_\_\_ Postage Estimate \$ \_\_\_\_\_