

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 x 6

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? _____

Our minimum mailing quantity is 500.

Write your print quantity here _____

Print quantity needs to be at least 200 pieces greater than your mailing quantity.

Coating

Do you want your mail piece to coat?

If you'll be using our mail facility, you can choose either aqueous or UV coating and do not need a knockout window. If you choose to mail somewhere else, you may need to have a knockout window in the coating for your variable data.

Circle one UV Coat AQ Coat AQ Coat with KO Window Do Not Coat

Placing Your Order

Once you have answered these questions you will be ready to place your order. You start by returning to the site and selecting the card that you wish to print. Once you have selected the product and added it to your card hit "**Continue Shopping**" and select "**Mailing Services**." Once on the mailing services page select "**Card Mailing**" and in the "**Sheets per set**" box enter the amount of your mailing. Then select the Size and Classification under the Processing and Postage section. Hit "**Add to Cart**" and you are ready to check out.