



DIRECT MAIL LIST INSTRUCTIONS

Please fill out completely, save to you computer and upload with your order when placing a fulfillment direct mail job. Failure to do so will result in a delay of processing your order unless you are planning on mailing the pieces yourself or using the USPS EDDM option.

NAME

EMAIL

ORGANIZATION

PHONE NUMBER	DROP DATE TO USPS <i>Std mailing time is 2 business days from print completion.</i>	IN-HAND DATE <i>Please note: USPS does not guarantee delivery dates</i>
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PREFERRED POSTAGE:

FIRST CLASS	STANDARD BULK	NON-PROFIT
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*GENERALLY SPEAKING, First Class postage gets to mailboxes in 1-3 business days, Standard Bulk in 1-10 business days and Non-Profit rated mail get to mailboxes anywhere from 1-15 business days from the mail drop date. **USPS will not guarantee delivery dates.** If you have your own USPS account and would like to use your personal mail indicia, please include it on the original artwork.*

YES	NO	Is this a political mailer?	RECYCLE	PICKUP IN STUDIO	SHIP TO ME	How would you like to handle the leftover postcards?
YES	NO	Would you like "Or Current Resident" added to the address?	NO	YES <i>Please specify below</i>		Do you have a custom field you would like included in the address box?
YES	NO	Would you like duplicate names removed?				
YES	NO	Upon completion would you like a list results emailed to you?				CUSTOM FIELD TO ADD

Please add any additional instructions you feel might be important to the job. You will be contacted via phone before before any job is mailed out to go over details. You job will go to print immediately so that's it's ready to mail as soon as the details are sorted.

ADDITIONAL INSTRUCTIONS ABOVE THIS LINE.

