



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
Std mailing time is 2 business days from print completion.

IN-HAND DATE
Please note: USPS does not guarantee delivery dates

Is this a political mailer?
YES NO

RECYCLE PICKUP SHIP
IN STUDIO TO ME

How would you like to handle the leftover postcards?

Would you like "Or Current Resident" added to the address?
YES NO

Would you like duplicate names removed?
YES NO

NO YES
Please specify below

Do you have a custom field you would like included in the address box?

Upon completion would you like a list results emailed to you?
YES NO

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.

