

Job Name / PO #: \_\_\_\_\_ Job Order Date: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_ Tel #: \_\_\_\_\_

Required Mailing Date: \_\_\_\_\_

[NOTE: MOST MAILINGS REQUIRE 3 DAYS TURNAROUND AFTER ALL COMPONENTS ARE RECEIVED. LARGE QUANTITIES, HAND LABELING, COMPLEX MATCHING AND MERGING MAY REQUIRE MORE TIME]

- Disk(s) enclosed
- Cheshire list enclosed
- Sending file by E-MAIL
- Laser Labels enclosed
- Use Previously Sent File
- PS Labels enclosed

File Name(s) to use: \_\_\_\_\_

File format: (PC, Mac, Zip, Mag Tape etc): \_\_\_\_\_ Total Pieces Being Mailed: \_\_\_\_\_

Job description: \_\_\_\_\_

<b>Mailing Type</b>	<input type="checkbox"/> 1 <sup>st</sup> Class Presort WITH Barcode	<input type="checkbox"/> 1 <sup>st</sup> Class Presort NO Barcode
<input type="checkbox"/> 1 <sup>st</sup> Class (NO PRESORT/FULL RATE)	<input type="checkbox"/> Standard (Bulk) WITH Barcode	<input type="checkbox"/> Standard (Bulk) NO Barcode
	<input type="checkbox"/> Non-Profit WITH Barcode	<input type="checkbox"/> Non-Profit NO Barcode

**Address Errors**  
This section **MUST** be completed for **BARCODED** mailings  
*Do not fix:*  
 & Do not Mail  
 Mail errors as 1<sup>st</sup> Class  
 Mail errors least expensive way  
*Fix as many as possible:*  
 & Do not mail the remainder  
 Mail the remainder as Bulk (200 pcs)  
 Mail the remainder as 1<sup>st</sup> Class  
**Is there a CODE/ID# in your database that should appear on mailing piece**  Yes  No

**Foreign Records \***  
 No foreign records  
 Foreign are mixed with US  
 Foreign are in a separate file  
  
*Which foreign to mail*  
Canada  Mail  Don't Mail  
Mexico  Mail  Don't Mail  
Other Intl's  Mail  Don't Mail  
  
\*ALL COUNTRIES MUST BE SPELLED OUT IN CAPITAL LETTERS

**Duplicates**  Don't Check  Mail Multiple Names per Address  Mail One Name per Address

**Stock Type**  
 No Stock  Self Mailer\*  Post Card  #10 Envelope  #10 Window Envelop  6x9 Envelope  9x12 Envelope  
 Personalized Letter (Mail Merge) \* May require tabbing – please call

**Inserts**  None  Amount \_\_\_\_\_ Your extras:  Send back  Hold  Recycle

**Postage**  
 The mailing piece has a permit number printed on it  Please print permit # on the mailing piece  
 Please use CITYMAIL's permit number  Please affix postage with CITYMAIL's meter  
 Other

Our Postage Check:  
 Is enclosed  will be mailed on/by \_\_\_/\_\_\_/\_\_\_  will use credit card

**Please send this form with your job. It is even more helpful to fax it ahead so that we can schedule your mailing**