

POSTAL QUALIFICATION PROCESSING SHEET – PLEASE COMPLETE

DATE: CLIENT: CLIENT JOB # DLT WO#

Is the mail piece Automation Compatible?\* Yes No

(Letters must be sealed or glued to be automation compatible) \*

\* See section C800 of the DMM at www.usps.gov for all the rules concerning Automation Compatible

FIRST CLASS MAIL

LTR (letter) OR PC (postcard) FLAT

STANDARD MAIL RATE TYPE = REGULAR NON-PROFIT-USPS NP Authorization # (6 or 7 digit#)

LETTER or (PostCard) WALK SEQUENCE SATURATION (with DPBC) \*
Simplified records must be run through a separate PRESORT-LETTERS ONLY
FLAT

PERIODICALS REGULAR NON-PROFIT IN-COUNTY CLASSROOM
USPS NP Authorization # (6 or 7 digit#)
LETTER FLAT

SACK TAGS (flats) Yes 1 inch or 2 inch TRAY TAGS (letters and fletters) Yes

Entry Point Discounts: None DDU SCF MULTY SCF (all SCF's that apply) BMC

ENTRY POINT-----(city state zip)- max = 28 characters. (Post office where you plan to enter the mail)

ORIGIN-----(city state zip)- max = 28 characters. (Where mail is verified and accepted)--(include zip4 also for periodicals)

Postage Statement Summarized By: EntryPoint(default) (MLG) Whole Job(SUM JOB)

Postage Type: Permit / #: Stamps (pre-cancelled) Correct Meter

Permit Owner's Name or Co. & Addr: Telephone # (required for permit)

Mail Owner's Name or Co. & Addr: Telephone # Estimated Drop Date:

Piece Attributes: Use default - #10 Envelope w/ 2 Inserts (If not using default please fill out below)

Height of 1 piece (In Inches) Thickness of 100 pieces (In Inches)

Width of 1 piece (In Inches) Weight of 100 pieces (In Pounds) x16 = oz

Please calculate these measurements as closely as you can. These specs determine the # of pieces used to make up bundles, trays and/or sacks. Inaccurate estimates may cause the USPS to reject the whole mailing or the discount requested. If you are unsure about your mail piece design please contact your nearest USPS Business Center.

- \*\*\*\* For Palletization, Bound Printed Matter, Parcels or MAIL.DAT please contact your DLT representative
\*\*\*\* Your labels will be printed in one continuous run in PRESORT (tray) order NO (please specify)
\*\*\*\* Barcode(DPBC) will be on every label if Automation Compatible NO (please specify)
\*\*\*\* Electronic output will be one file in reverse PRESORT(tray) order NO (please specify)
\*\*\*\* Optional Endorsement Line will be on every record or label NO (please specify)
\*\*\*\* Mailing will be processed at lowest rate possible in all classes NO (please specify)

We will sort your mailing list according to the above instructions. Please fill out, sign and FAX this document to your DLT Sales Rep. or Account Rep.

SIGNATURE: DATE: PRESORT SHEET 1/31/2007