



The Mailing Group, Inc.

7924 Ronson Rd Ste G
San Diego, CA 92111-1918

COMPANY NAME _____ JOB NAME _____

CONTACT _____ PHONE _____

ESTIMATED QTY TO MAIL _____ EXPECTED DROP DATE _____

NUMBER OF LIST(s)/TAB(s) _____ (excel files, csv...etc)

STAMPS / Meter / PERMIT # _____ POST OFFICE OF PERMIT _____ (ie "San Diego CA" or "Escondido CA")
(CIRCLE ONE)

NCOA(national change of address) Y or N IF A PERSON MOVED OUT OF THE AREA ARE WE MAILING TO THEM? Y or N
(CIRCLE ONE) (CIRCLE ONE)

PRESORTING – this is how you get the postal discounts.

PRSR STD(aka bulk) least expensive longer delivery time, but not bad.

NON PROFIT – same as above, but lower rates. If they are non profit need their NP AUTHORIZATION number.
this number was given to them by the post office. If the can't find it call 858 674 0400 – mailing requirements.

NP AUTH NUMBER(if applicable) _____ (this is not their Federal ID#)

FIRST CLASS PRESORT – discounted fast, more expensive.

Circle 1 of the above. Keep in mind we can stamp or meter all of the above at the discounted postal rates.

MERGE/PURGE(REMOVE DUPLICATES) Y or N REMOVE OPTIONS: First/Lastname/street/zip or lastname/street/zip or 1 per street
(CIRCLE ONE) (CIRCLE ONE)

ADDRESS TO: FULLNAME or THE "LASTNAME" FAMILY or A PLUG IE "Current Resident", "To Our Neighbor"..etc
(CIRCLE ONE)

TYPE OF MAILING POSTCARD/SIZE _____ SELF-MAILER* (no staples)/SIZE _____ - usually 2 TABS

BOOKLET*(lettersize w/staples)/SIZE _____ * max size for self mailers and booklets 6 x 10.5

FLAT (IE 8.5 X 11)/SIZE _____ LETTER IN A ENVELOPE/SIZE _____
(CIRCLE ALL THAT APPLY)

IF INSERTS: QTY OF INSERTS _____ TYPE OF ENVELOPE(SIZE) _____ WINDOW YES OR NO

ORDER OF INSERTS FACING OUT THE BACK TO THE FRONT OF ENVELOPE

1) _____ 2) _____ 3) _____

4) _____ 5) _____ 6) _____