



Fulfillment Specifications for Mailing

Answering as many of the following questions as possible will help us to give you a more accurate first budget for your mailing project. We will be in contact if more information is needed.

Company: \_\_\_\_\_ Date: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Date: \_\_\_\_\_ Time sensitive? No Yes

Number of Pieces: \_\_\_\_\_ Size: \_\_\_\_\_ Individual Weight: \_\_\_\_\_

Are all pieces going to one zip code? No Yes

Are all pieces going just to one state? No Yes

Reply card Included? No Yes Pre-Paid Reply Post Card? No Yes

Has piece been designed yet? No Yes Printed yet? No Yes

What format is your mailing list?

Content: (if other than just printed material):

Type of Piece: Printed Sheet Catalog Post Card Large Envelope  
 Box Other

Additional Services: Folding Tabbed Sorted

NOTE: UPSP requires pre-postage paid when the mailing is delivered to the post office so we will notify you of the mailing costs and require certified funds payable to US Postmaster. A total invoice for all services will also be presented at that time for prepayment with the balance payable to Production Services / AZ.

Thank you for using our services. If we have additional questions we will be in contact to ensure a timely execution of your project.