

# MAILHOUSE INSTRUCTION SHEET

Company:

Telephone:

Contact:

Fax:

Date:

PO #

**Description of Mail Piece:**

Mail Date:

Quantity to Mail:

**Job Specifications:**

Mail Piece Size:

Piece Color:

Material Arrival Date:

❖ Return Extras: Yes No

If yes, via:

❖ Mail Foreign: Yes No

If yes, we will AIRMAIL, unless otherwise specified.

File Arrival Date:

File Media:

File Name:

File Layout:

**Class of Mail:**

First Class

Presort First Class

Endorsement Line Needed or NCOA processing

Periodical

Presort Standard

Non-Profit Presort Standard

**Postage Type:**

Indicia

Stamp

Meter

**Mail Processing:**

(circle all that apply)

Insert & Seal

Number of Pieces 1 2 3 4 5

Tab

Inkjet Addresses

Label

Other:

**Computer Processing:**

(circle all that apply)

Prepare File for Mailing

Merge/Purge Files

Duplicate Delete

Add/Change Records

Save File for Future Use

Other:

**Special Instructions:**

\_\_\_\_\_  
\_\_\_\_\_

Signature

Date

Please Call with Questions 507-332-7210

Please Fax Back to On Target A & M, Inc. 507-332-0916

Sample Indicia's:

1 - First Class Presort. For straight  
First Class Mail omit "PRESORTED"  
2 - Non Profit Organization Third Class  
3 - Regular 3rd Class or Standard Mail

PRESORTED  
FIRST CLASS MAIL  
US POSTAGE PAID  
FARIBAULT MN  
PERMIT NO. 21

NON PROFIT ORG  
US POSTAGE PAID  
FARIBAULT, MN  
PERMIT NO. 21

PRSRT STD  
US POSTAGE PAID  
FARIBAULT MN  
PERMIT NO. 21