



Production 101

Presented: November 19, 2025

Agenda

Printing:

- Flatwork
- Envelopes
- Ink
- Paper
- Finishing

Data Processing

Personalization

Mailshop

USPS, Postal Logistics and Mail Tracking

Production Workflow

Common Production Oversights

Printing: Flatwork



My £15 for building materials, to help a family build their own safe, new home.

As a Voucher
For Family
Building
Materials
Only

YES I'd sending a gift to provide materials for desperately poor people who need to build their own homes. (Please tick)

☐ £15 ☐ £30 ☐ £50 ☐ or my own amount of £

☐ I've enclosed a £15 or more. (Please send me a copy of "What You See is What You Get" for the money's going into "Voucher Building Materials")

☐ I've enclosed a £15 or more. (Please send me a copy of "What You See is What You Get" for the money's going into "Voucher Building Materials")

Please make payable to: **Building Materials** (Send Money)

OR please fill in:

Payment by ☐ Visa ☐ Switch ☐ Debit ☐ Card ☐ Cash card ☐ or by cheque

Expiry date: Today's date: Signature:

To make a credit card donation please call: 01295 238188.

To make your gift worth nearly 30% more, see overleaf

Our Guarantee to You: 'What You See is What You Get'

How We Guarantee

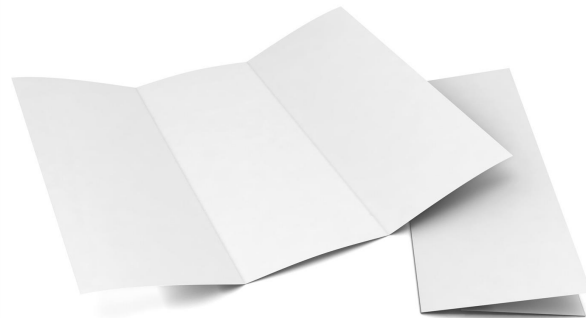
This is the only place in the world where you can see what you get. Our gift to provide building materials for families who need to build their own safe homes is the only safe, secure home they have ever had.

We send you photos of our work, and it's within six months of sending your gift, you are no longer a charity but a family who have their own home for life. You can see a better chance of living for ever. Please allow us to send you a copy of "What You See is What You Get" for the money's going into "Voucher Building Materials".

It's not to us that we return your gift, we guarantee it. Then we guarantee.

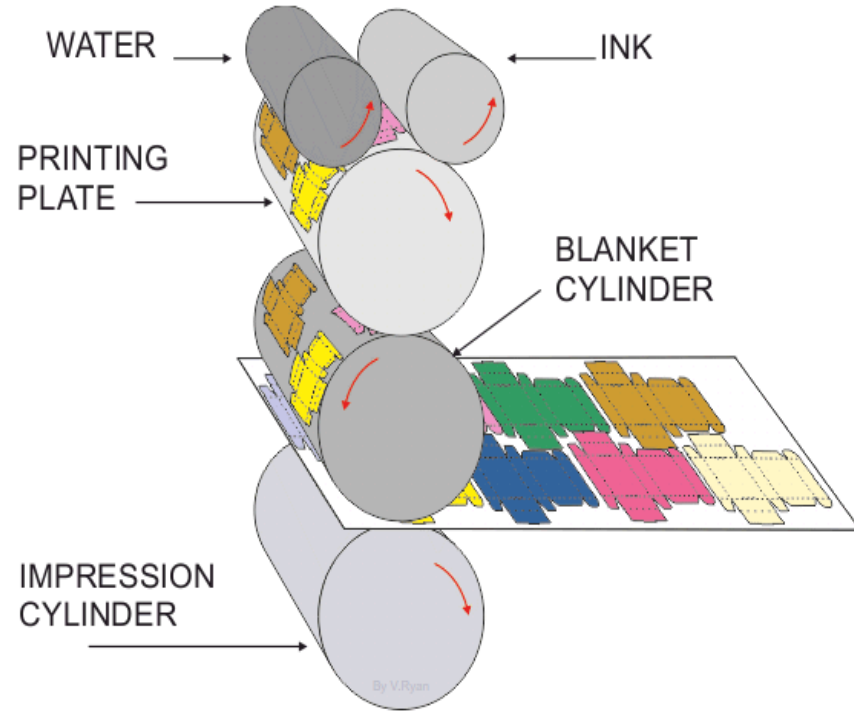
John Green
John Green
National Director - Building Materials

Building Materials
Building Materials
Building Materials



Offset Lithographic Printing Basics

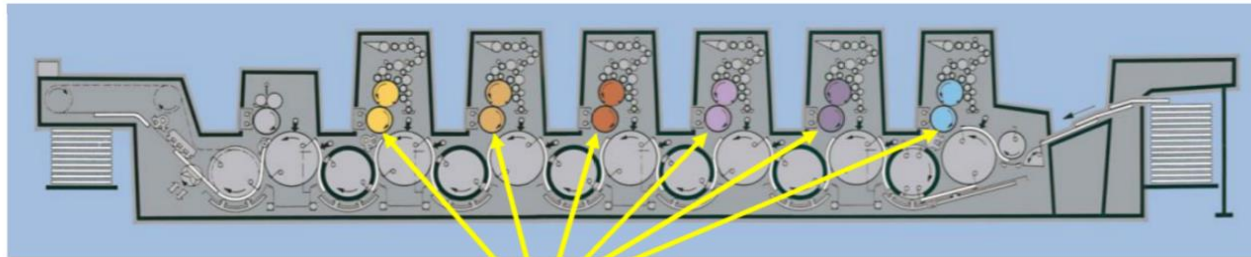
- ✓ Printing Plate contains the image to be printed
- ✓ Plate is dampened, and ink adheres only to dry area (image)
- ✓ Image rolls onto Blanket Cylinder
- ✓ Paper pulled through and pressed against Blanket Cylinder by Impression Cylinder



Flatwork: Sheet Fed Press



- ✓ Press that prints on single sheets of paper
- ✓ Bindery functions produced offline
- ✓ Common sheet sizes from 8 ½" x 11" up to 28" x 40"



paper comes out . . .
(delivery system)



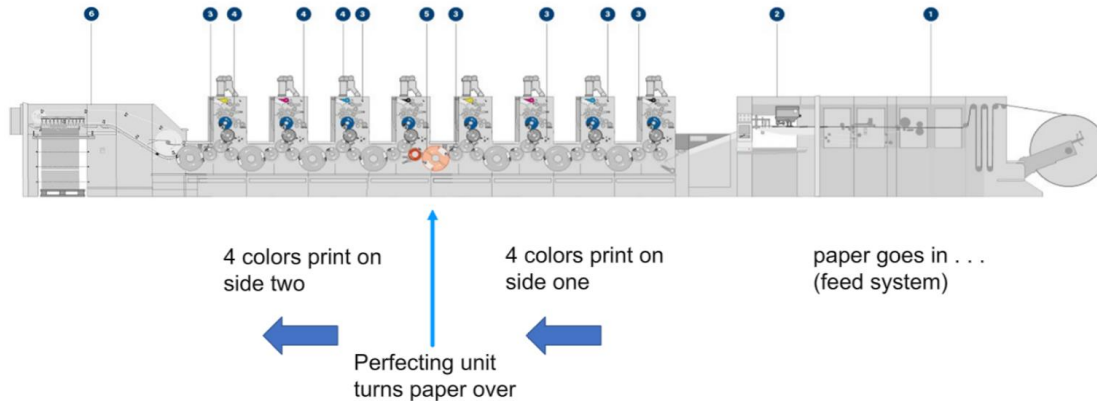
each unit prints one color of ink
on one side of the paper



paper goes in . . .
(feed system)

Flatwork: Web Press

- ✓ Web offset prints at high speeds on large rolls of paper often on both sides simultaneously, using in-line printing units and finishing systems
- ✓ Web presses are bulky and expensive, but widely used for large volume applications
- ✓ Common sheet sizes from 11" x 17" to 22½" x 40"



Printing Flatwork: Sheetfed vs. Web Print

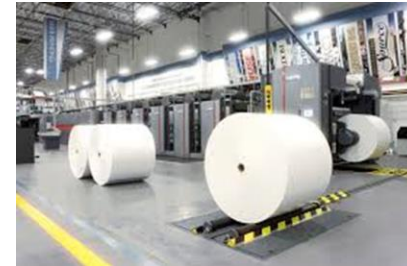
SHEETFED PRINTING:

- ✓ Prints on large sheets of paper
- ✓ Effective for short to medium quantity runs
- ✓ Capable of superior print quality
- ✓ Unlimited paper options
- ✓ Flexibility in size of printed piece
- ✓ Generally, more expensive than web printing (Unless small quantities)



WEB PRINTING:

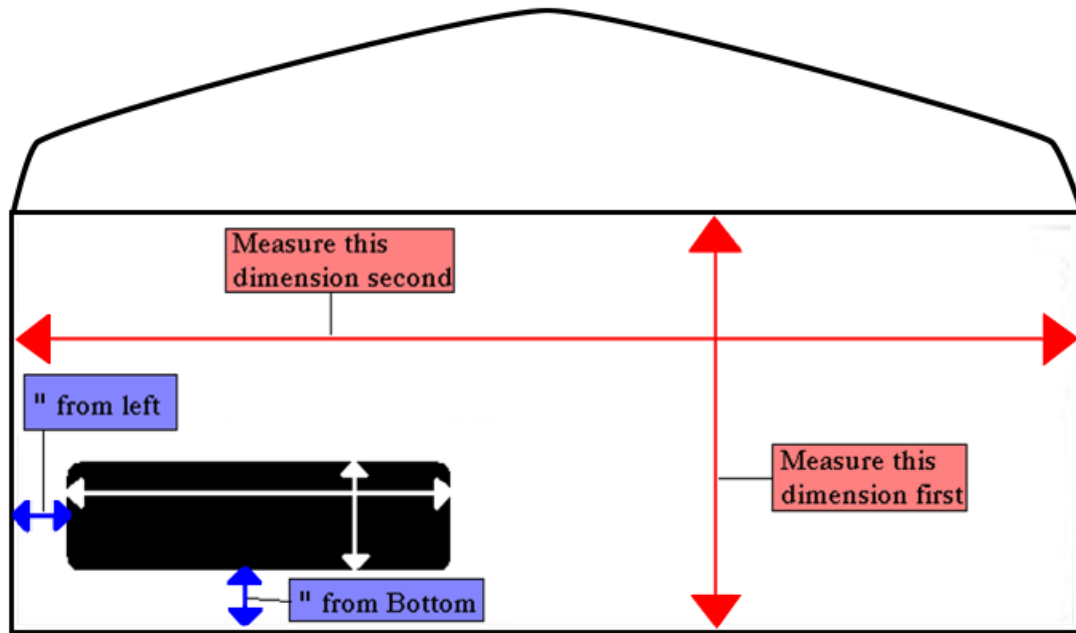
- ✓ Prints from roll of paper
- ✓ Effective for long print runs
- ✓ Good print quality, less consistency
- ✓ Limitation on size of printed piece
- ✓ Limited on paper stocks
- ✓ Only some in-line bindery functions
- ✓ Generally, less expensive than sheet fed



Printing: Envelopes



Envelopes: Measuring



Standard Envelope & Padded Mailer Sizes

Standard Envelope Sizes

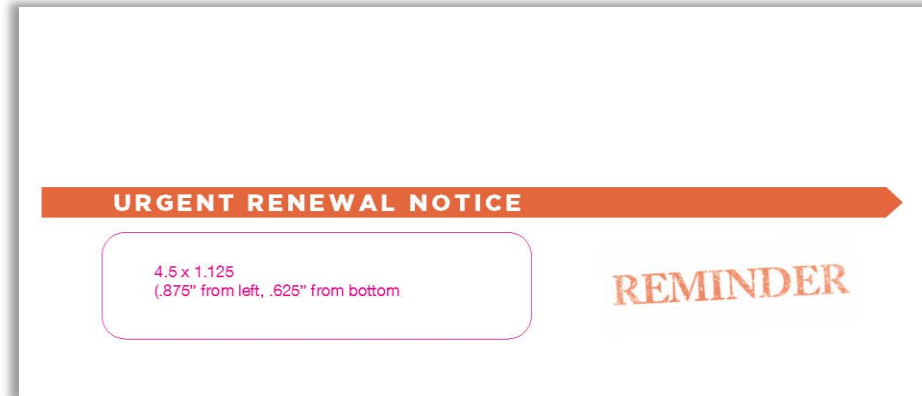
Type	Size	Decimal
#6 ¾	3 ½ x 6	3.5 x 6
#6 ¾	3 ⅝ x 6 ½	3.625 x 6.5
#7	3 ¾ x 6 ¾	3.75 x 6.75
#7 ¾	3 ⅞ x 7 ½	3.875 x 7.5
#8 ⅜	3 ⅝ x 8 ⅜	3.625 x 8.375
#8 ⅝	3 ⅝ x 8 ⅝	3.625 x 8.625
#9	3 ⅞ x 8 ⅞	3.875 x 8.875
#10	4 ⅛ x 9 ½	4.125 x 9.5
#11	4 ½ x 10 ⅜	4.5 x 10.375
#12	4 ¾ x 11	4.75 x 11
#14	5 x 11 ½	5 x 11.5
6 x 9	6 x 9	6 x 9
9 x 12	9 x 12	9 x 12
A2	4 ⅜ x 5 ¾	4.375 x 5.75
A6	4 ¾ x 6 ½	4.75 x 6.5
A7	5 ¼ x 7 ¼	5.25 x 7.25
A8	5 ½ x 8 ⅛	5.5 x 8.125
A9	5 ¾ x 8 ¾	5.75 x 8.75
A10	6 x 9 ½	6 x 9.5

Padded Mailers

Type	Size	Usable
000	4 x 8	4 x 6 ½
00	5 x 10	5 x 8 ¼
0	6 x 10	6 x 8 ¼
1	7 ¼ x 12	7 ¼ x 10 ¼
2	8 ½ x 12	8 ½ x 10 ¼
3	8 ½ x 14 ½	8 ½ x 13
4	9 ½ x 14 ½	9 ½ x 13
5	10 ½ x 16	10 ½ x 14 ¼
6	12 ½ x 19	12 ½ x 17 ¼
7	14 ¼ x 20	14 ¼ x 18 ¼

Envelopes: Windows

- ✓ Standard Window Sizes and Placement
 - ✓ Standard Left Window (SLW)
 - ✓ From Left: 7/8"
 - ✓ From Bottom: 5/8"
 - ✓ Height x Width: 1 1/8" x 4 1/2"
 - ✓ Poly vs. Open vs. Glassine



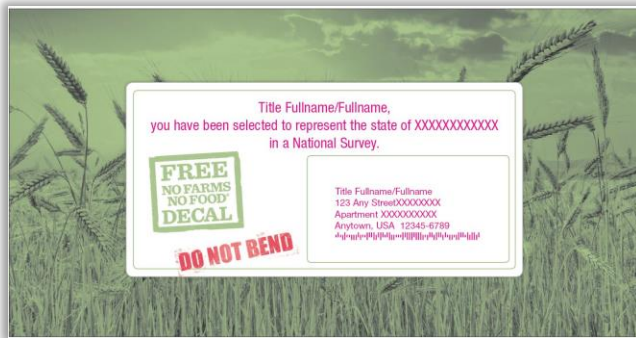
Envelopes: Jet Offset Printing



- ✓ Printed AFTER envelope is converted (Folded)
- ✓ Good quality
- ✓ Machine limitations
 - ✓ No Large solids
 - ✓ No Bleeds
 - ✓ No Heavy screen coverage
 - ✓ Can Print up to 4 colors
 - ✓ Fastest to print standard size envelopes

Envelopes: Flat Sheet Litho Printing

- ✓ Printed BEFORE envelope is converted
- ✓ Printed prior to die cutting and converting
- ✓ BEST quality
- ✓ Most expensive and time-consuming process
- ✓ No limitations!

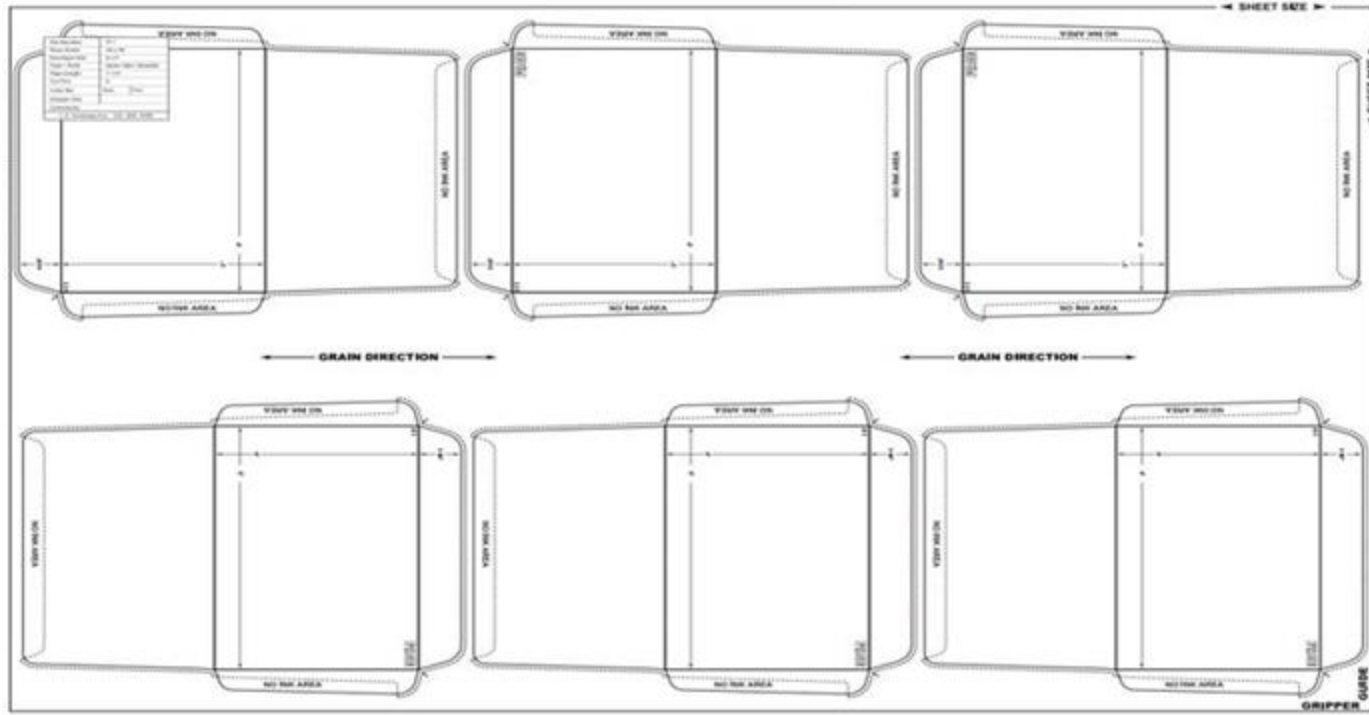


Envelopes: Flexography Printing



- ✓ Printed AS envelope is converted
- ✓ Typically for simple line copy where quality not as important, i.e. return envelopes
- ✓ Enhanced Flexo - 4cp
- ✓ Economical for large print runs 100M+
- ✓ "Rubber stamp" look

Envelopes: Flat Sheet/Flexo Press Sheet Example



Printing: Ink



Printing: Ink Basics



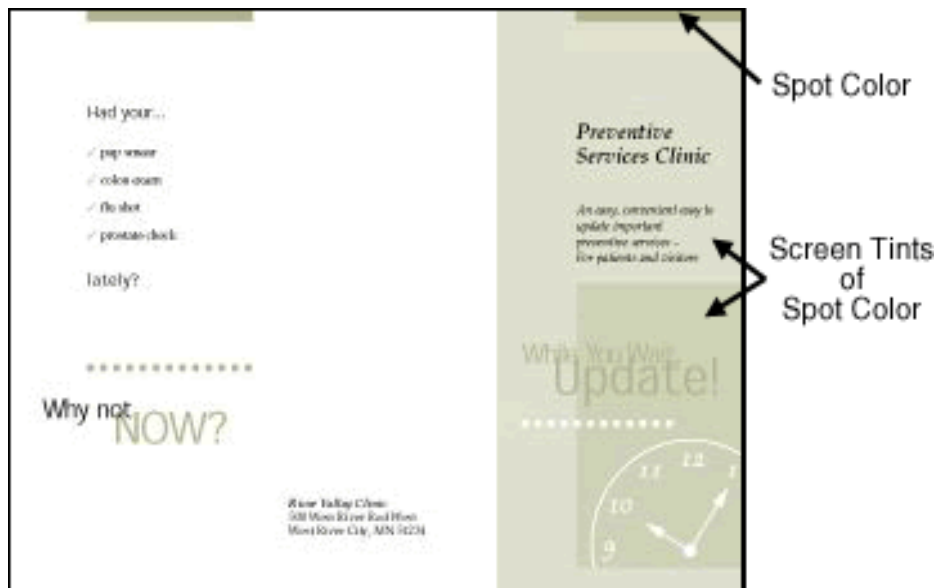
- ✓ Ink Dries by absorption and oxidation
 - ✓ Some colors require more time than others, i.e. Reflex Blue
- ✓ Types of inks:
 - ✓ Quickset, Heat-set, Non-Heat-Set, UV inks
 - ✓ Soy Based, Water Based (Environmentally friendly)
- ✓ Laser personalization requires specially formulated inks

Printing: Pantone Ink Matching System

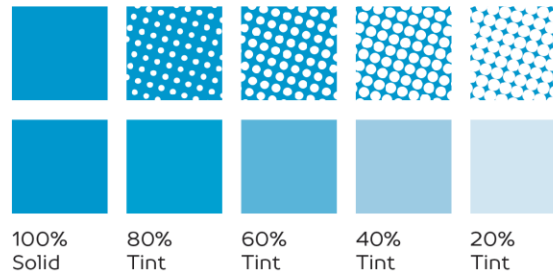
- ✓ Pantone guide most common in USA
- ✓ Guide ONLY
- ✓ Pigment and other raw material used to make ink is constantly changing
- ✓ Ink manufacturers adjust formulas to match expectations that Pantone sets



Printing: Ink Screen Tints



- ✓ Color created by dots instead of solid ink coverage
- ✓ Appear less dense than solid coverage to simulate shading and lighter colors
- ✓ Two or more tint colors may overlap to create additional colors



Printing: Ink Halftone



- ✓ Traditional photograph consists of continuous tones — tonal transitions of color hues
- ✓ Printing press cannot produce such continuous tones
- ✓ Instead combines printed and non-printed surfaces of paper to achieve a similar effect to naked eye
- ✓ Printed image divided into very small parts, which referred to as halftone screening
- ✓ In light areas, dots are small; in darker areas, dots are large

Printing: Ink Duotone

Photograph reproduced using two halftones printed simultaneously.



Black printer



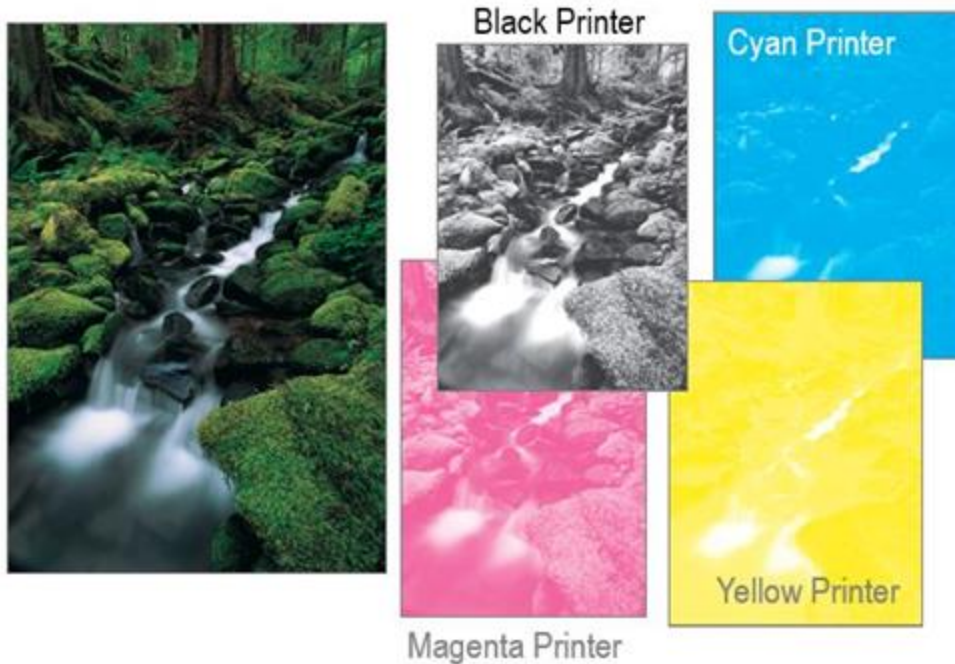
Process blue printer



Duotone

Printing: 4-Color Ink Process

Printing technique using process colors — Cyan, Magenta, Yellow and Black (CMYK) — to simulate full color images



Printing: When it Comes to Ink, Paper Matters

Here's the same ink on a variety of paper stocks.

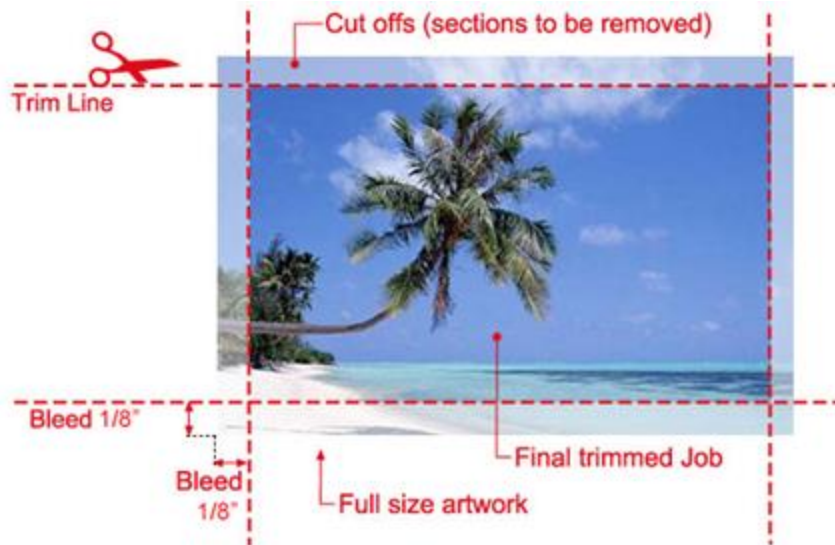


Printing: Using 4-Color Process to Create PMS Builds

					
PANTONE 232 C R 233 G 60 B 172 HTML E93CAC	PANTONE 232 CP C M Y K 6 70 0 0	PANTONE 185 C R 224 G 0 B 52 HTML E00034	PANTONE 185 PC C M Y K 0 92 76 0	PANTONE 1767 C R 250 G 177 B 194 HTML FAB1C2	PANTONE 1767 PC C M Y K 0 32 10 0

- ✓ 4-color builds can be produced of any PMS color but are NEVER 100% match
- ✓ Instead of using special spot color mixing to create PMS Color, using Cyan, Magenta, Yellow and Black to replicate PMS color
- ✓ Result is often “color shift” which typically mutes color or flattens it out

Printing: Ink Bleeds



- ✓ Printing that extends to edge of sheet or page after trimming
 - ✓ To accommodate for bleeds, printer must print bleed area larger than final trim size
 - ✓ Page then trimmed through to bleed area
- ✓ Requires more paper and production time (>\$)

Printing: Post Print Coatings



Aqueous Coating

- ✓ Liquid Polymer used to coat and protect a printed sheet.
- ✓ Dries faster than varnish
- ✓ Can come in various textures
- ✓ FLOOD COAT ONLY



Varnish

- ✓ “Clear” ink
- ✓ Can come in various textures
- ✓ Flood Coat OR SPOT VARNISH (requires additional plate)

Printing: Paper



Printing: Paper Weights

Basis weight equals the ream (500 sheet) weight of the base size sheet. The heavier the basis weight, the thicker & sturdier the paper.

Common Direct Mail Paper Weights/Types:

Bond/Wove = Often used for envelopes.

✓ 20# ww, 24#ww, 28#ww

Offset/Text - Often used for letters, inserts

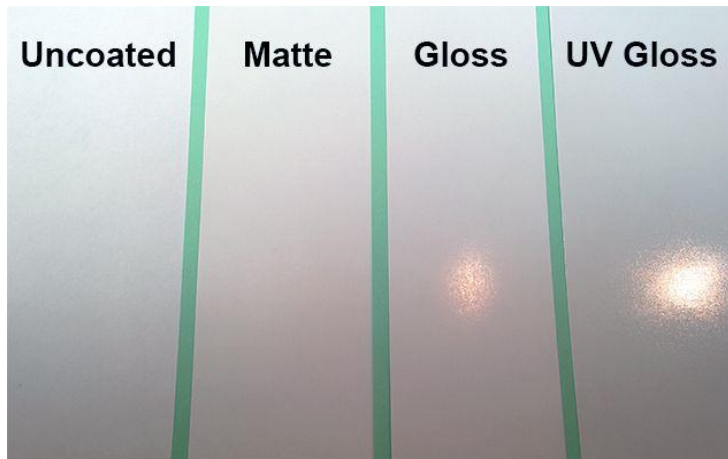
✓ 60# text, 70# text , 80# text

Cover Weights - Used for cards, thicker inserts

✓ 80# Cover, 100 # Cover

Bond Ledger	Offset Text	Cover	Tag	Index	Points	*Caliper (inches)	millimeters	Metric (grams/sq meter)
16	40	22	37	33	3.2	.0032	0.081	60.2 gsm
18	45	24	41	37	3.6	.0036	0.092	67.72 gsm
20	50	28	46	42	3.8	.0038	0.097	75.2 gsm
24	60	33	56	50	4.8	.0048	0.12	90.3 gsm
28	70	39	64	58	5.8	.0058	0.147	105.35 gsm
29	73	40	62	60	6	.0060	0.152	109.11 gsm
31	81	45	73	66	6.1	.0061	0.155	116.63 gsm
32			74	67				120 gsm
35	90	48	80	74	6.2	.0062	0.157	131.68 gsm
36	90	50	82	75	6.8	.0068	0.173	135.45 gsm
39	100	54	90	81	7.2	.0072	0.183	146.73 gsm
40	100	56	93	83	7.3	.0073	0.185	150.5 gsm
43	110	60	100	90	7.4	.0074	0.188	161.78 gsm
44	110	61	102	92	7.6	.0076	0.193	165.55 gsm
47	120	65	108	97	8	.0078	0.198	176.83 gsm
53	135	74	122	110	9	.0085	0.216	199.41 gsm
54	137	75	125	113	9	.009	0.229	203.17 gsm
58	146	80	134	120	9.5	.0092	0.234	218.22 gsm
65	165	90	150	135	10	.0095	0.241	244.56 gsm
67	170	93	156	140	10.5	.010	0.25	252.08 gsm
72	183	100	166	150	11	.011	0.289	270.9 gsm
76	192	105	175	158	13	.013	0.33	285.95 gsm
82	208	114	189	170	14	.014	0.356	308.52 gsm
87	220	120	200	180	15	.015	0.38	312 gsm
105	267	146	244	220	18	.0175	0.445	385.06 gsm

Printing: Coated Vs Uncoated Paper



COATED TYPES

- ✓ Gloss: High Degree of Light Reflectance, “Shiny” Surface
- ✓ Dull/Matte: Little or No Gloss; Sheen Rather than Shine

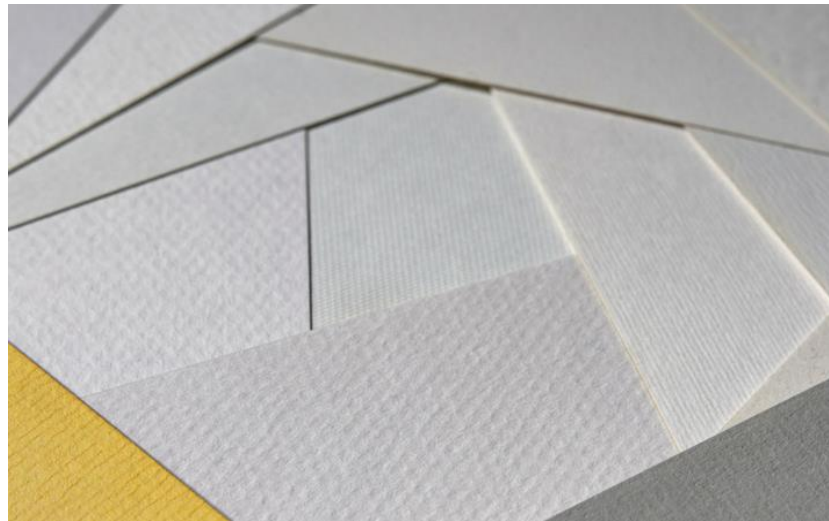
UNCOATED TYPES

- ✓ Newsprint: Manufactured from Ground Wood Pulp Specifically for Web Printing of Newspapers
- ✓ Offset/Text: Manufactured for Lithographic (Offset) Printing
- ✓ Opaque: Offsets with Extra Opacity to Prevent Show Through

Printing: Paper Finish - Uncoated

TYPES: Finish that imparts a look and feel

- ✓ **Smooth:** perfectly smooth to barely textured
- ✓ **Wove:** quite smooth, even sided
- ✓ **Vellum:** “toothy” feel
- ✓ **Laid:** subtle linear pattern consisting of vertical “chain lines” and horizontal “laid lines”
- ✓ **Felt:** elegant, “toothy” texture
- ✓ **Linen:** captures look of linen cloth



Printing: Paper Brightness

Paper Brightness: The higher the brightness number, the whiter and brighter the paper looks. The whiter and brighter the paper, the more contrast – which means your documents will have bolder images, crisper text and brighter colors.

GRADE LEVELS

- ✓ Premium = 88.0 to 95.0 Brightness
- ✓ Number 1 = 85.0 to 87.9 Brightness
- ✓ Number 2 = 83.0 to 84.9 Brightness
- ✓ Number 3 = 79.0 to 82.9 Brightness
- ✓ Number 4 = 73.0 to 78.9 Brightness
- ✓ Number 5 = 72.9 and below

Printing: Paper – Green Information

Recycled vs. Recyclable

Post-Consumer Waste

- ✓ 10% vs. 30% vs. 100%

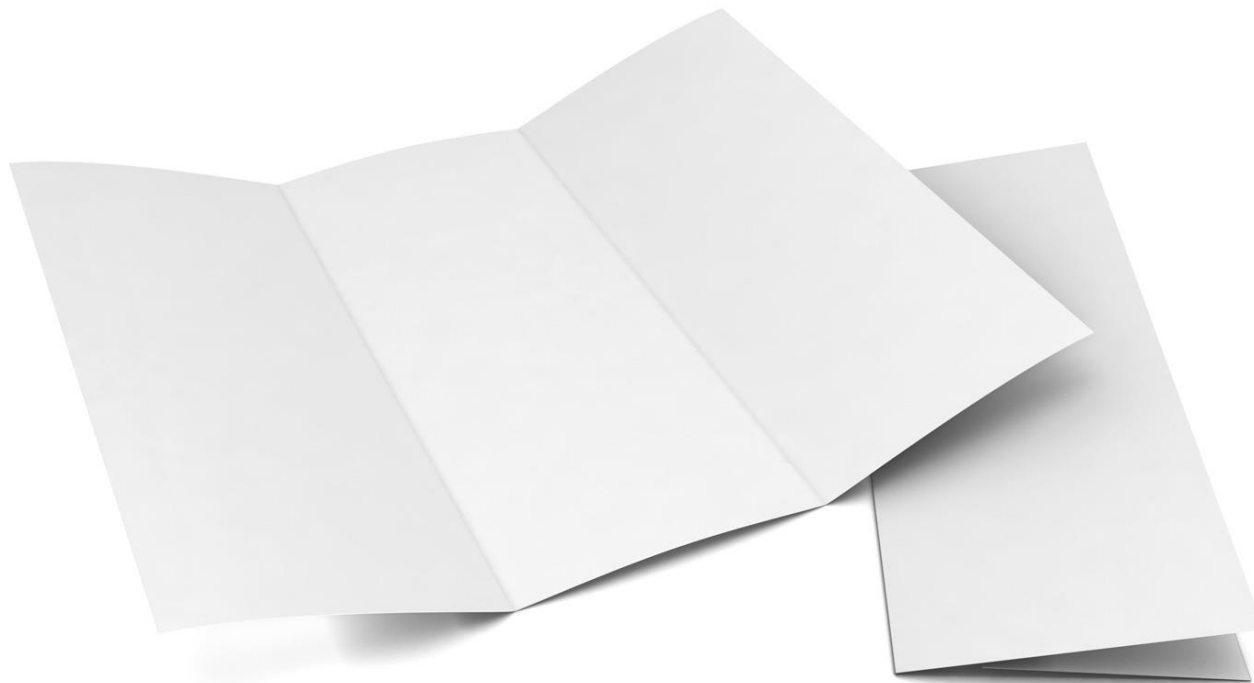
FSC (Forest Stewardship Council) vs. SFI

(Sustainable Forestry Initiative)

- ✓ Purchasing wood and paper products
from certified, reliable sources



Printing: Finishing



Printing: Finishing Types

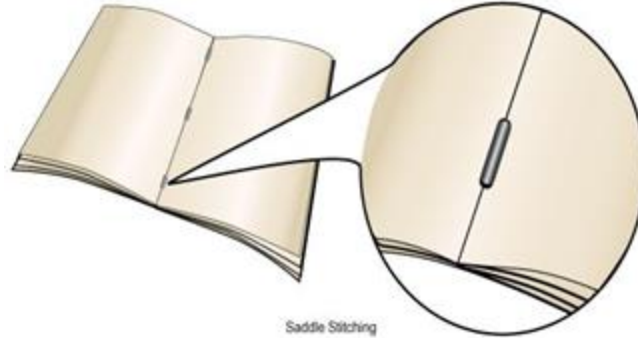


Scoring

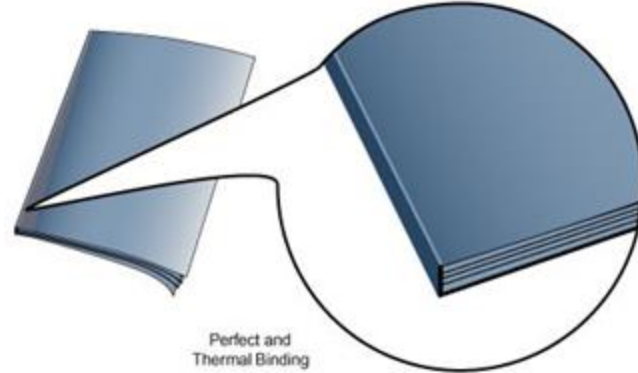


Perfing

Stitching and Glue Binding



Saddle Stitching



Perfect and
Thermal Binding

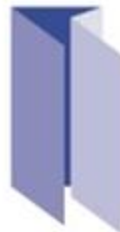
Printing: Folding



in 1/2



in 1/3's



Double
Parallel



Gatefold



Booklet Fold



Accordion



Roll Fold or
Barrel

Data Processing, Personalization and Mailshop



Data Processing: Basic Terms

Data Files

- ✓ House Files: Names maintained and supplied by NP organization
- ✓ Acquisition Files: Names leased by NPO from 3rd party provider

Formatting

- ✓ Upper/Lower Case
- ✓ Punctuation
- ✓ Address Abbreviation/Expansion



Data Processing: Basic Terms

CASS (Coding Accuracy Support System)

- ✓ Validates accuracy of supplied address information against USPS master file
- ✓ Certifies the mailshops' Address Matching software that makes minor updates to city, state and zip code
- ✓ Appends required information to build a unique barcode
- ✓ All presorted data must run through CASS

NCOA (National Change of Address)

- ✓ Checks supplied data (name & address) against USPS NCOA file
- ✓ NCOA will append person's new address if donor/customer has submitted a formal address update with USPS
- ✓ All presorted data must run through NCOA within 95 days of mailing

Data Processing: Basic Terms

Presort

- ✓ Process to sort data based on geographic location specified by the USPS

Automation (Barcode)

- ✓ Address specific barcode that USPS uses to process bulk mail
- ✓ All presorted mail must be automated, otherwise a non-automated surcharge applies

Intelligent Mail Barcode



Select/Segment

- ✓ Method by which supplied production file should be broken out to create multiple package files

Data Processing: Basic Terms

Suppression

- ✓ Removal of particular records based on certain criteria
- ✓ Zip Codes, States, ID Numbers, Gift Amount/Gift History, Source Codes

Source Code/Mail Code/Key Code

- ✓ Analytical codes used to track campaign results
- ✓ Codes typically consist of: Mail Date, Mail Package, Donor Type (Acquisition, Appeal, Renewal, Sustainer), Giving History (\$1-\$10, \$11-\$25, \$25-\$50, etc.)

ID Number/Finder Number

- ✓ ID Number (House Files): Unique number associated with each donor; assigned by nonprofit when donor is added to house file
- ✓ Finder Number (Acquisition): Unique number associated with each acquisition name; assigned by data provider

Data Processing: Basic Terms

Builds (Address, Salutation, Ask)

- ✓ Address Build: Address fields to be used and what order to put them in (Name, Address 1, City, State, Zip, etc.)
- ✓ Salutation Build: Salutation fields and/or parsed name fields to be used and what the defaults should be
- ✓ Ask Builds: Gift history fields to be used and what type of calculations are to be made
 - ✓ HPC – Highest Previous Contribution
 - ✓ MRC – Most Recent Contribution
- ✓ Build Example: $ASK1 = HPC$; $ASK2 = HPC \times 1.5$; $ASK3 = HPC \times 2$

☐ **YES!** I'm renewing my support as an Ambassadors Council member to end hunger and poverty. Please use my gift to help a family in need. Enclosed is:

☐ \$600

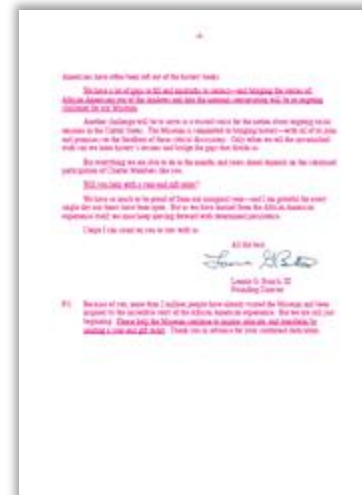
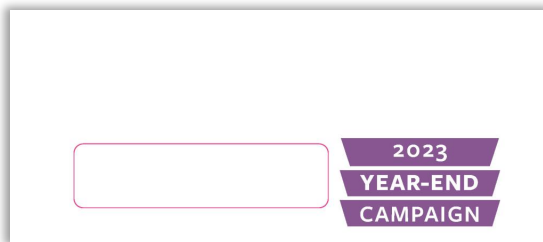
☐ \$900

☐ \$1,200

☐ \$2,500

☐ Other \$ _____

Personalization: Pre-Print and FPO



Personalization: Basic Terms

Simplex Laser vs. Duplex Laser

- ✓ Simplex: 1 Sided Lasering
- ✓ Duplex: 2 Sided Lasering

Continuous Form Lasering

- ✓ High output, decent quality, variable black ink*, simplex/duplex, low cost
 - ✓ Some mailshops have capability of printing in black + one additional color

Cutsheet Lasering

- ✓ Low output, good quality, variable black ink*, simplex/duplex, medium cost
 - ✓ Some mailshops have capability of printing in black + one additional color



Personalization: Basic Terms

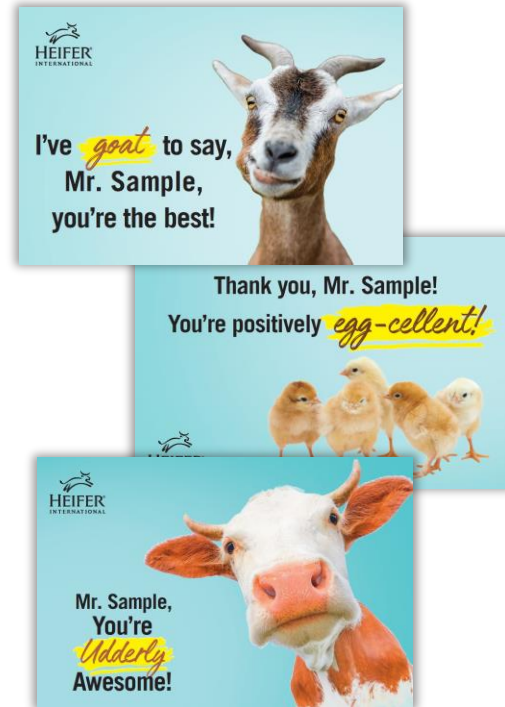
Digital Press (Cutsheet or Roll-to-Roll)

- ✓ Medium output, great quality, variable CMYK ink, simplex/duplex, high cost

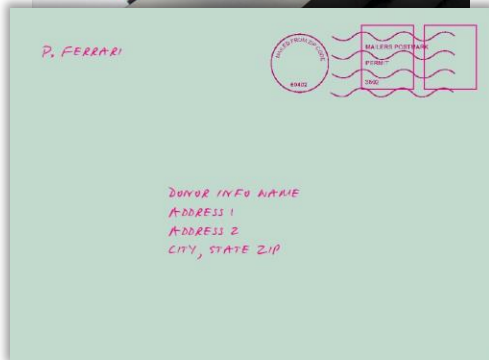
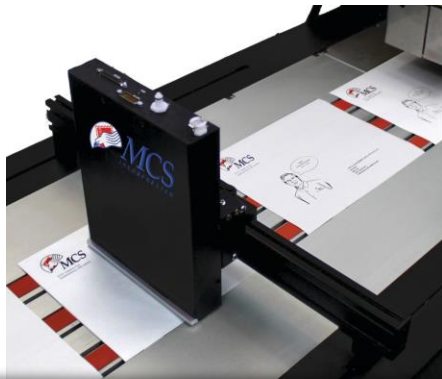


Personalization: Digital Printing - VDP

- ✓ Use of information from a database or external file
- ✓ Mass customization of documents



Personalization: Basic Terms



Inkjet (Envelope Personalization)

- ✓ High output, decent quality, black ink*, simplex, low cost
- ✓ Some mail shops have capability of inkjetting in colored ink

Single Head vs. Double Head

- ✓ Single Head: Typically, 1.5"- 2.0" horizontal zone of personalization space (edge-to-edge)
- ✓ Double Head: Typically, 3"- 4" horizontal zone of personalization space (edge-to-edge); double head will have increased cost

Mailshop: Basic Terms

Bowe & Trim

- ✓ Removes pin feeds & trims form to final name size

Folding

- ✓ Folds personalized component to final size

Common folds:

Z-Fold



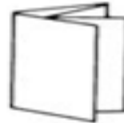
Letter Fold



Half Fold



Double Parallel



4-Panel Roll Fold



4-Panel Accordion



Mailshop: Basic Terms

Drop-cut/Nesting

- ✓ Allows for two personalized pieces to be combined on one pre-printed form, lasered, then separated prior to insertion.

Tabbing/Wafer Seals (Self-Mailers)

- ✓ Made from paper or plastic with multiple sizes based on USPS requirements

Inserting

- ✓ Machine Inserting
 - ✓ Match versus no-match
- ✓ Hand Inserting
 - ✓ High touch & multiple matching

Postage Affix

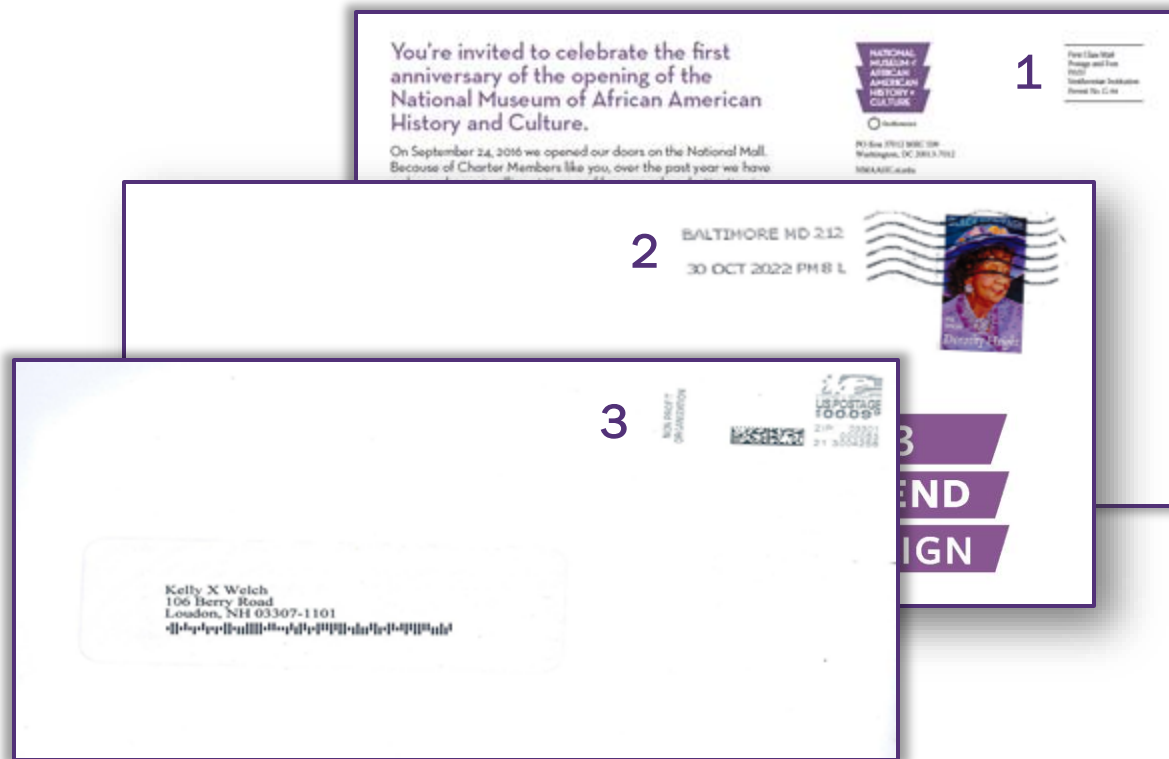
- ✓ Stamps/Meters inline on inserter



Mailshop: Basic Terms

Postage Types:

1. Indicia
2. Live Stamp
3. Meter Imprint



Insertion Order

- ✓ Fanned Sample
- ✓ Flat Samples
- ✓ Inventory Codes
- ✓ Fronts/Backs
- ✓ Postage Treatment



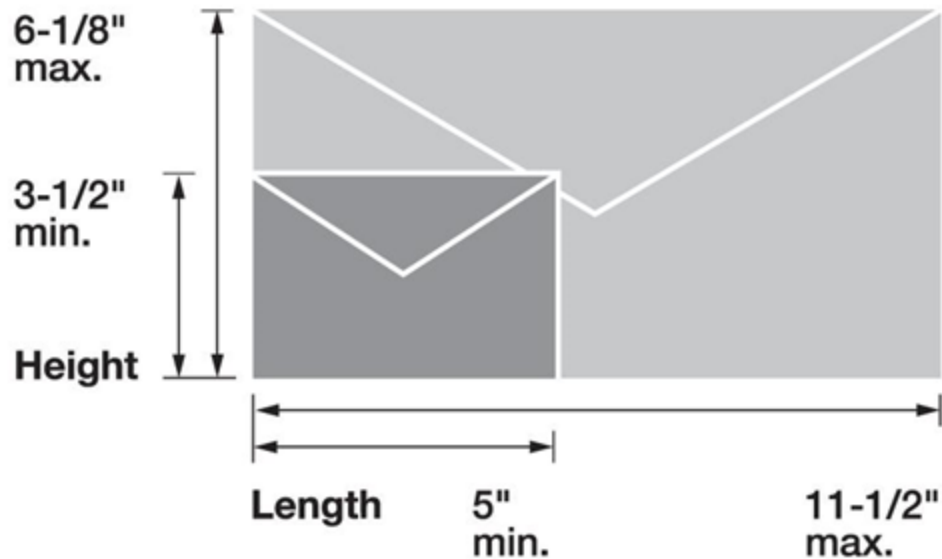
USPS, Postal Logistics and Mail Tracking



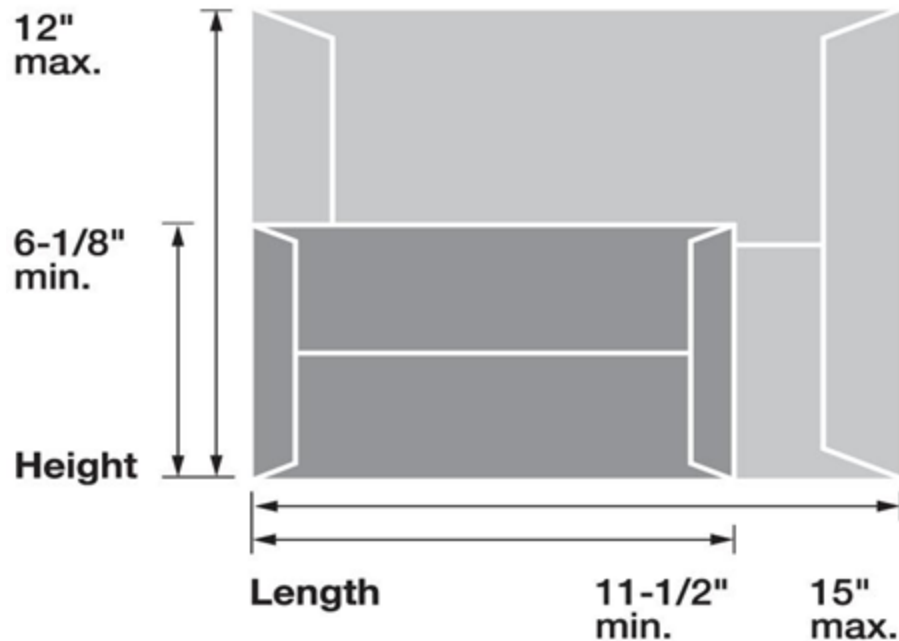
USPS: Basic Terms

Letter Size (General Rules)

- ✓ Length: 5.0" – 11.5"
- ✓ Height: 3.5" – 6.125"
- ✓ Weight: up to 3.5oz
- ✓ Thickness: .007" – .25"
- ✓ Aspect Ratio 1.3 – 2.5
- ✓ 200 pieces or 50 lbs. min



USPS: Basic Terms



Flat Size (General Rules)

- ✓ Length: 11.5" – 15.0"
- ✓ Height: 6.125" – 12.0"
- ✓ Weight: up to 16 oz.
- ✓ Thickness: 0.009" – 0.75"

USPS: Basic Terms



Post Card (General Rules)

- ✓ Length: 5.0" – 6.0"
- ✓ Height: 3.5" - 4.25"
- ✓ Weight: up to 1 oz
- ✓ Thickness: 0.007"* - 0.016"
 - ✓ Minimum is .009" if card more than 4.25" tall or 6.0" wide
 - ✓ Receives special Postcard Postage Rate



Self-Mailer

- ✓ Rules are continually changing; Please check with PS Account Manager before designing a self-mailer

USPS: Basic Terms

First Class Mail

- ✓ Full Rate (Letter Rate - Less than 1oz): \$0.78 & 3-5 Business Days
- ✓ Presorted (Letter Rate - Less than 3.5 oz): \$0.635 (Avg) & 3-5 Business Days

Marketing Mail - Commercial

- ✓ Local Entry (Letter Rate): \$0.418 (Avg) & 12-16 Business Days
- ✓ Commingle (Letter Rate): 8% Savings (Avg) & 8-12 Business Days

Marketing Mail - Nonprofit

- ✓ Local Entry (Letter Rate): \$0.23 & 12-16 Business Days
- ✓ Commingle (Letter Rate): 8% Savings (Avg) & 8-12 Business Days



Mail Shop



Origin
Post Office



Origin
SCF



Origin
NDC



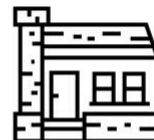
Destination
NDC



Destination
SCF



Destination
Post Office



Residence

Postal Logistics: Basic Terms

Local Entry (12-16 Days)

- ✓ Mail dropped directly at mail shop's local USPS facility
- ✓ Slower delivery times and higher postage costs



Mail Shop



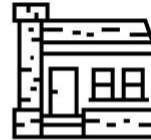
Consolidation
facility



Destination
NDC/SCF



Destination
Post Office



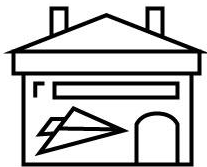
Residence

Postal Logistics: Basic Terms

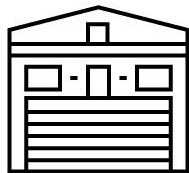
NDC/SCF Drop Shipping (8-16 Days)

- ✓ Mail trucked and dropped at one or more NDC's/SCF's
- ✓ Slightly faster delivery times and slightly reduced postage costs
 - ✓ Additional freight costs associated with drop shipping

Postal Logistics: Basic Terms



Mail Shop



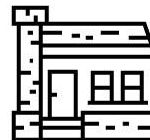
Destination
NDC



Destination
NDC/SCF



Destination
Post Office



Residence

Co-Palletization (8-16 Days)

- ✓ Multiple mailings trays combined at one mail shop, palletized together and Drop Shipped to one or more NDC/SCFs
- ✓ Just as fast as Drop Shipping, but deeper postage discounts
- ✓ This service must be offered by the mail shop producing the mailing
- ✓ Only applies to letter rate mail





Mail Shop



Commingle
facility

Postal Logistics: Basic Terms

Commingling (8-12 Days)

- ✓ Multiple mailings sorted together and drop shipped to a large network of NDC's/SCF's
- ✓ Some mail shops process commingling in-house, and others use 3rd party commingler which sorts multiple mailings from multiple mail shops allowing for even deeper savings
- ✓ Faster than drop shipping and the deepest postage savings



Consolidation
facility



Destination
NDC/SCF



Destination
Post Office



Residence



USPS: Basic Terms

Company Detail	
Company Name	
Address	
Contact Name	
Phone Number	
Print Indicator	Y
PS Form 3607R - Mailing Transaction Receipt	
Account Holder Account Number	30000
Account Holder Permit Number	1078
Account Holder Permit Type	25
Account Holder CRID	4911031
Post Office of Permit	9000000000, VA 22116-0000
Post Office of Mailing	9000000000, VA 22116-0000
Post Office of Permit Cost Center	0000000000
Post Office of Mailing Cost Center	0000000000
Mailing Agent Name	
Mailing Agent CRID	
Mail Owner Name	
Mail Owner CRID	
JOB ID	0001000
Customer Reference ID	
CAFS Transaction Number	
Class of Mail	First-Class Mail and First-Class Package Service
Processing Category	Letters, flats, and Priority Mail
Postage Statement ID	1000000000
Mailing Group ID	1000000000
Mailer's Mailing Date	00/00/00
Total Pieces	35,000 pks
Weight of a single piece	0.000 lbs
Total Weight	0.000 lbs
Total Number of Containers	140
Total Postage (Without Incentive/Fee)	\$ 15,000.00
Total Incentive/Discount	\$ 0.00
Fee	\$ 0.00
Total Adjusted Postage	\$ 15,000.00
Payment Date and Time	00/00/00 00:00:00
Payment Transaction Number	0000000000
Mailer Figures Adjusted?	No
Person authorizing adjustment	
Name	
Phone Number	
Acceptance Site Mailer ID	
Clerk Initials	00/00/00
Mail Arrival Date and Time	00/00/00 00:00:00

USPS Forms

- ✓ 3602/3607 -- Mail Certification
- ✓ Verifies the quantity and date the mail was received from the mail shop
- ✓ 3607 replaced the 3602, is an electronic verification form; all of the same details, but lacks the physical red stamp that was previously used on the 3602

Mail Tracking Basic Terms

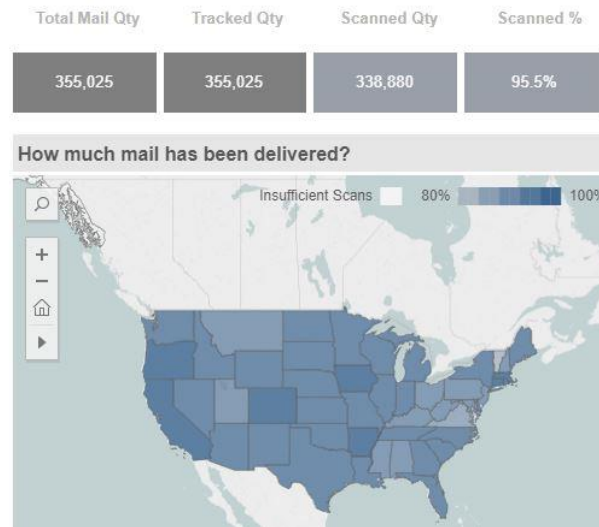
Seeds

- ✓ Several mail owner names added to each package; Results do not provide good sampling of nationwide delivery times as seed file typically consists of only local addresses.

GrayHair Tracking



- ✓ Intelligent Mail Barcode (IMb)
- ✓ Allows USPS to track more than 85% of all mail as it travels through delivery process (the 15% of mail that is not tracked is typically due to either human error or non-functioning PO equipment)
- ✓ Insurance, Information, and Preparedness



Production Workflow

Data Processing/ Personalization/ Mail Shop

- ✓ Client: Data Release
 - ✓ Mail File with File Layout
 - ✓ Mail Plan
 - ✓ Seed List
 - ✓ DP Instructions
- ✓ PS: Input/Output Counts
- ✓ Client: Approval
- ✓ PS: Postage Request
- ✓ PS: \$Build Report (If Needed)
- ✓ Client: Approval (If Needed)
- ✓ PS: Input/Output Dumps, Personalization Setups
- ✓ Client: Approval



Production Workflow

- ✓ Client: Postage Check
- ✓ PS: Insertions (PDF)
- ✓ Client: Approval
- ✓ PS: Lives (Hard Copy)
- ✓ Client: Approval

IN THE MAIL!

Post-Production

- ✓ PS: Inventory Report (On-Going Mail Programs)
- ✓ PS: Package Samples
- ✓ PS: Invoice (Print and DPLM sent separately)
- ✓ PS: Package Costs



Common Production Oversights

- ✓ Artwork delays
- ✓ Data delays
- ✓ Using 4CP to build one color images or text
- ✓ Printing cutsheet when should print continuous
- ✓ Not under-sizing form with bleeds
- ✓ Designing package with a non-standard envelope/ window size
- ✓ Altering size of one component without confirming how it affects the whole package
- ✓ Proofing 4CP image for color using computer or photo
- ✓ Using proofing process as last round of edits = AA's
- ✓ Data not checked prior to release (fields missing)
- ✓ Artwork not designed for maximum address lines/size



Questions?



Thank You!

