

MAILING INSTRUCTION FORM



Company: _____ Today's Date: _____
 Contact(s): _____ Phone: _____ Ext.: _____
 Address: _____ Fax: _____
 City: _____ State: _____ Zip: _____ Cell: _____
 Project Name: _____ Email: _____
 Qty of Mailing: _____ Mailing Date: _____

Materials:	Completed job will be:	Return of extras:
<input type="checkbox"/> Will arrive on: _____ From: _____ <input type="checkbox"/> KES to pick up on: _____ From: _____ <input type="checkbox"/> KES has in storage <input type="checkbox"/> Ok to run short	<input type="checkbox"/> Deliver to Post Office <input type="checkbox"/> Client Pick Up <input type="checkbox"/> Deliver to: <input type="checkbox"/> Ship	<input type="checkbox"/> Ship <input type="checkbox"/> Client Pick Up <input type="checkbox"/> Destroy <input type="checkbox"/> Store

Mailing List:	List Options:
<input type="checkbox"/> Will arrive on: _____ From: _____ <input type="checkbox"/> Use file from previous mailing: _____ <small>(Describe previous project & approximate date or KES Job #)</small> <input type="checkbox"/> Mail to Foreign addresses	<small>KES automatically deletes duplicates with same name and same address.</small> <input type="checkbox"/> One mail pc per address <input type="checkbox"/> Edits <input type="checkbox"/> Add me to mailing

Mail Class:	Postage Method:	Move Update:	Printing Required:
<input type="checkbox"/> 1st Class <input type="checkbox"/> 1st Class Presort (500 min) <input type="checkbox"/> Standard Presort (200 min) <input type="checkbox"/> Nonprofit Presort (200 min)	<input type="checkbox"/> Permit # _____ <small>Location: _____</small> <input type="checkbox"/> Meter <input type="checkbox"/> Stamps	<input type="checkbox"/> Or Current Occupant <input type="checkbox"/> NCOA <input type="checkbox"/> Endorsement Line <small>(Return Service Requested)</small>	<input type="checkbox"/> Personalized Document <input type="checkbox"/> Black/White Document <input type="checkbox"/> Color Document

Mail Piece & Processing			
<input type="checkbox"/> Postcard Size: _____ or <input type="checkbox"/> Self Mailer Size: _____ <input type="checkbox"/> Ink Jet Address or <input type="checkbox"/> Labels <input type="checkbox"/> Tab <input type="checkbox"/> White / <input type="checkbox"/> Translucent / <input type="checkbox"/> Clear <input type="checkbox"/> Fold <input type="checkbox"/> Other:			

Envelope Size: _____							
<input type="checkbox"/> Ink Jet Address or <input type="checkbox"/> Labels <input type="checkbox"/> Fold <input type="checkbox"/> Inserting _____ (total # of pieces in envelope) <small>Insert sequence & piece description</small>	<input type="checkbox"/> Window <input type="checkbox"/> Collating/Nesting <input type="checkbox"/> Matching						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;">1</td> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;">3</td> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;">5</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">2</td> <td style="border-bottom: 1px solid black; text-align: center;">4</td> <td style="border-bottom: 1px solid black; text-align: center;">6</td> </tr> </table>	1	3	5	2	4	6	
1	3	5					
2	4	6					

<input type="checkbox"/> Poly Bagging <input type="checkbox"/> Package & Ship <input type="checkbox"/> Other
Describe job:

Special Instructions:	Payment due prior to delivery – Method:
	<input type="checkbox"/> Check <input type="checkbox"/> Credit Card <small>*additional fees apply for postage</small>