

POSTALSOFT FORM

Mail Services: mail-services-l@mtu.edu 7-2334

Steve Rossi: 7-1957

Mailing discount information

1. On all first class mailings there is no postage discount on less than 500 qualifying pieces
2. On all standard (includes non-profit) there is no discount on less than 200 qualifying pieces.
3. There are no requirements for the number of pieces for Postalsoft usage.
4. Address Correction and Encoding (ACE) processing and Merge/Purge may be used on any file to correct addressing errors and purge duplicate addresses, at no charge before mailing.

Name of mailing _____

Department _____ Account _____ Date _____

Requesters Name _____ Phone Number _____ Email _____

File Creators Name _____ Phone Number _____ Email _____

File Name _____ File Location _____

Date file created _____ Number of records _____

*Mail lists can be mailed to srossi@mtu.edu or put on the X (public) drive in
"Mailroom" or on Admin1 in /usr/temp/postalsoft

Special instructions: _____

Do you want duplicate records eliminated? Yes No NA By Address (is one per-home)
 By Name (is different parties per-home)

Do you want records merged? Yes No NA

THIS SECTION TO BE FILLED OUT BY MAIL SERVICES

First Class Standard A

Letter Flat Postcard

Height _____ Width _____ Thickness _____

Weight (oz.) _____ # of pieces in sample _____

Permit number _____ Is Mailing nonprofit? _____

Permit imprint Metered postage

Is mail piece automation compatible? Yes No

Does customer want ACS? _____