Presort Specification Sheet

Please answer all questions completely:

Class   ❍ 1st *   ❍ Standard

Automated   ❍ Yes   ❍ No

Description   ❍ Letter   ❍ Flat ❍ Postcard

Carrier Route   ❍ Yes   ❍ No

Non-Profit   ❍ Yes   ❍ No

(A NCOA$^{Link™}$ form is required if automated)

Piece Description

Height (3-17 inches) _____

Width (5-34 inches) _____

Thickness (0.007-1000 Inches) _____

Weight (0.001-1000 Ounces) _____

Postage Payment Method

❍ Permit Number _____

❍ Correct Meter

❍ Lowest Meter by Job

❍ Lowest Meter by Mailing

❍ Stamps-Amount _____

Output label Description: (if applicable)

Line 1 _____

Line 2 _____

Line 3 _____

Line 4 _____

Line 5 _____

Line 6 _____

Line 7 _____

Entry Point Description

Destination Discount: ❍ BMC ❍ SCF ❍ DDU

Post Office City: _____

Post Office State: _____

Post Office Zip: _____

Permit Holder:
Name: _____

Address: _____

City, State Zip: _____

Mail Owner:
Name: _____

Address: _____

City, State Zip: _____

Mailing Agent:
Name: _____

Address: _____

City, State Zip: _____

Phone Number: _____

Other Information:

Number of copies of presort reports _____

Print Endorsement Line ❍ Yes   ❍ No

Print Pkg/Container separator marks: ❍ Yes ❍ No

NCOA$^{Link™}$

If you are mailing First Class Presort, NCOA$^{Link™}$ is required. Please provide the following information.

NCOA$^{Link™}$:   ❍ Individual   ❍ Family

Should we?   ❍ Append Data   ❍ Overwrite Data