



## POSTAL PRESORT QUESTIONNAIRE

In order to optimize a postal presort for the greatest postage savings, we need to know about the mailing. Please complete this form and return it, or fax it to us at (408.350.9909) at your earliest convenience. Please don't hesitate to call us if there are any questions. We need *all* the questions answered in order to perform the presort.

- Circle the mailing class:  
FIRST CLASS          STANDARD          PERIODICALS
- Should we check for carrier route qualification?  
YES                      NO
- Circle Piece Type:  
LETTER                  FLAT                      POSTCARD
- If piece type is letter, what kind of trays:  
1 AND 2 FOOT TRAYS                      EMM TRAYS
- Is the mailing automated or not?  
AUTO                      NON-AUTO
- For an automated mailing, please circle type for non-qualifying pieces:  
UPGRADEABLE      NON-AUTO              OMIT
- Weight per piece: \_\_\_\_\_ OZ or POUNDS
- Thickness per piece: \_\_\_\_\_ inches or how many per tray: \_\_\_\_\_
- Circle payment method:  
PERMIT                  METERED                  POSTAGE AFFIXED \$ \_\_\_\_\_
- Is this a Non-Profit mailing:                      YES                  NO
- Should we use SCF/BMC/DDU Discounts? (please circle below)  
NONE                  SCF                  BMC                  DDU
- Should we print an Optional Endorsement Line? (please circle below)?  
NONE                  ALL                  1<sup>ST</sup> OF EACH                  LAST OF EACH
- Should we print package numbers/markers? (please circle below)  
NONE                  All                  1<sup>ST</sup> OF EACH                  LAST OF EACH
- City and ZIP of Post Office for delivery: \_\_\_\_\_

If there are any questions, please contact us at 408.350.9900.

*Thank you for your assistance.*