



Submitted By: _____

Company: _____

Project: _____

Date: ____ / ____ / ____

Postal Presort Requirements

1 Class of Mail:

- Straight First Class – No Presort
- Presorted First-Class:
 - NCOA report required:
 - Provided by customer
 - In house NCOA processing
 - NCOA not required – list is current via other means
- Presorted Standard Non-Profit? Yes No
- Periodicals
- Packaged Services:
 - Bound Printed Matter
 - ZONE Rate Mailing

2 Piece Qualification:

- Letter
 - Only for First Class Mail can be: Postcard Double Postcard
 - Automated Letter -- CASS Report required
 - Northwest Mailing Appends Barcodes Include Address Standardization
 - Already CASS certified (CASS Report received with file)
 - Only for First Class Mail can be: Postcard Double Postcard
 - Flat
 - Automated Flat -- CASS Report required
 - Northwest Mailing Appends Barcodes Include Address Standardization
 - Already CASS certified (CASS Report received with file)
 - Irregular Parcel
 - Machinable Parcel
- *** Include Carrier-Route with Presort: Yes (Extra Charges Apply) No

3 Piece Dimensions:

- Actual stock Mock-up Sample
- Size of Piece: Width: ____ . ____ inches Height: ____ . ____ inches
 Sample Qty: ____ Thickness*: ____ . ____ inches Weight*: ____ . ____ inches
- *- provide thickness and weight of sample quantity NOT single piece

4 Payment Method

- Permit ...mail under Northwest Mailing's Permit (CHICAGO, IL PERMIT NO. 941)
- Permit ...provide permit number _____ CITY: _____
- Stamps ...precanceled stamp value: _____
- Meter ...Lowest meter value, unless otherwise indicated: _____

5 Post Office

- Non-Destination Shipment
- Drop Shipment:
 - SCF Sectional Center Facility
 - BMC Bulk Mailing Center
 - DDU Destination Delivery Unit

*** Include Online Planet Tracking Barcode: Yes (Extra Charges Apply) No

NORTHWEST MAILING SERVICE INC.
5401 WEST GRAND AVE.
CHICAGO, IL 60639
773-237-2264
FAX 773-237-3577
WWW.NWMAIL.COM