



**POSTAL PRESORT ORDER FORM**

Company: \_\_\_\_\_ Date In: \_\_\_\_\_ Date Desired: \_\_\_\_\_ Job #/PO #: \_\_\_\_\_  
Contact: \_\_\_\_\_ Job Name: \_\_\_\_\_  
Email: \_\_\_\_\_ Mail Date: \_\_\_\_\_ Quantity: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Presort Specifications:**

**Class of Mail**

(Choose one)

- First Class™
- Marketing Mail®(Standard Class)
- Periodicals
- Package Services
- Regular  nonprofit
- BPM  Media  Library
- Parcel Select
- PSLW

**Mail Rate**

(Choose one)

- Regular  nonprofit
- BPM  Media  Library
- Parcel Select
- PSLW

**Piece Category**

(Choose one)

- Letter -machinable  Flat
- Letter-non-machinable  Parcel
- Postcard
- Double Postcard
- Irregular Parcel - uniform
- Irregular Parcel -non-uniform

**Mail Piece Specifications**

(Per piece, in inches)

Height \_\_\_\_\_  
Length \_\_\_\_\_  
Thickness \_\_\_\_\_  
Weight (oz.) \_\_\_\_\_

**Postage Payment**

(Choose one)

- Permit: \_\_\_\_\_
- Correct Meter
- Lowest Meter
- Stamps: \$ \_\_\_\_\_

**Presort Options**

(Choose all that apply)

- Carrier Route (CRRT)  
CRRT Bundle Min: \_\_\_\_\_
- Sort for Walk Sequence
- Palletization:
- Trays  Sacks  Packages

**Periodical Options**

Advertising %: \_\_\_\_\_  Qualifies as Newspaper  Apply in-country prices County of pub: \_\_\_\_\_

Create firm bundles Minimum pieces: \_\_\_\_\_

|                   |             |
|-------------------|-------------|
| Publisher name:   |             |
| Publisher phone:  |             |
| Publication name: |             |
| Publication no:   |             |
| Edition code:     | Issue date: |
| Volume no:        | Issue no:   |
| Frequency:        |             |

## Mail.dat® Options

|   |
|---|
| Mail.dat job ID:                        |
| Customer Reference ID:                  |
| Contact name:                           |
| Contact phone:                          |
| eDoc sender CRID:                       |
| Payment account no:                     |
| Secondary permit no:                    |
| Secondary permit ZIP+4:                 |
| Postage Payment option: EPS debit other |
| Piece weight source:                    |

### Intelligent Mail Options:

Service option:  Full  Basic  IMpb (parcels only)

Address change service: \_\_\_\_\_

IMb tracing

Service Type ID: \_\_\_\_\_

Mailer ID:

Mailpiece: \_\_\_\_\_

Tray/Sack: \_\_\_\_\_

Piece Start #: \_\_\_\_\_

Container Start #: \_\_\_\_\_

Pallet Start #: \_\_\_\_\_

Package Barcode length (IMpb only):

Short (7)

Long (11)

Shipping Services file name (IMpb only): \_\_\_\_\_

### Records to Exclude from Presort

DPV Vacant

Moved, no valid forwarding address

DPV N

Duplicates & Suppress Matches

DPV Blank

Foreign

### Mail Component Characteristics

Election Mail

Political Mail

Incentives: \_\_\_\_\_

### ENTRY POINT

Entry Point Discount:

DNDC

DSCF

DADC

DDU

None

Entry Point (CSZ+4): \_\_\_\_\_

If multiple, include list of entry points in desired order

Acceptance Unit (CSZ+4): \_\_\_\_\_

**Mailing Statement Information:**

|  |
|--|
| <b>Permit Holder:</b>  |
| Company:   |
| Contact:   |
| Address:   |
| City State ZIP:  |
| Phone:   |
| Email:   |
| Non-Profit Authorization #:  |
| Permit no. #:  |
| Permit facility ZIP+4:   |
| Permit Type: Permit Imprint      Pre-canceled stamps      Meter      Add Postage      Periodical |
| Mailer ID (MID):   |
| CRID:  |

|  |
|--|
| <b>Mailing Agent:</b> Same as Permit Holder <input type="checkbox"/>                             |
| Company:   |
| Contact:   |
| Address:   |
| City State ZIP:  |
| Phone:   |
| Email:   |
| Non-Profit Authorization #:  |
| Permit no. #:  |
| Permit facility ZIP+4:   |
| Permit Type: Permit Imprint      Pre-canceled stamps      Meter      Add Postage      Periodical |
| Mailer ID (MID):   |
| CRID:  |

|  |
|--|
| <b>Mail Owner:</b> Same as Permit Holder <input type="checkbox"/>                                |
| Company:   |
| Contact:   |
| Address:   |
| City State ZIP:  |
| Phone:   |
| Email:   |
| Non-Profit Authorization #:  |
| Permit no. #:  |
| Permit facility ZIP+4:   |
| Permit Type: Permit Imprint      Pre-canceled stamps      Meter      Add Postage      Periodical |
| Mailer ID (MID):   |
| CRID:  |