

## Mailing Information

**Mailing Minimums:** To qualify for Bulk Mail, each mailing MUST have a minimum of 200 pieces. All mail pieces in a job must be identical in size, weight and similar content. Mail pieces 3x5 thru 4.25x6 must be over .07 inches thick and Mail pieces over 4.25x6 must be over .09 inches thick for mailing (USPS standard). Each job needs to be separate with its own paperwork.

**Mailings Under 200 Pieces:** Mailings under 200 pieces will be combined with other small runs so they can qualify for the Bulk Rate postage. These mailings must be provided to Desert Digital with LABELS on them and in ZIP CODE ORDER. Desert Digital will print the permit Number and Bar Code on them. There will be a Sorting Fee for all labeled mail. Desert Digital MUST have 200 pieces of combined mail, identical in size, weight to gang together. If your mailing is not a standard format piece that can be combined with others to get a minimum of 200 pieces, it may not qualify for Bulk Mail.

**All Postcards printed by Desert Digital / JustListedFlyers.com automatically qualify for Bulk Rate Postage regardless of quantity.**

**Mail Lists:** Lists on disks are preferred. Automated postage costs less, process and get delivered faster.

**Lists can be E-Mailed to: mail JustListedFlyers.com**

At a minimum, lists must have the following fields: Name, Address, City, State and Zip Code.

Lists need to be in a data-base format. Label formats will not work.

### Mail Requirements:

1. No UV coating on the side to be addressed. Coated paper is okay.
2. Mail pieces 3x5 thru 4.25x6 must be over .07 inches thick and Mail pieces over 4.25x6 must be over .09 inches thick for mailing (USPS standard).
3. Mail pieces will be inkjetted with addresses and permit indicia if the list is on disk, and the permit indicia only if cards are labeled.
4. Addresses will be in all UPPER CASE with OR CURRENT RESIDENT added when inkjetting.
5. All labeled mail pieces must be in zip code order starting from lowest zip code. There will be an additional sorting charge if jobs are provided with labels. List on disk is preferred (Postal discounts apply only if jobs are sorted and trayed correctly.)
6. Address area for barcoding must be at least 1.5" x 4" in size.
7. All return addresses and real estate addresses must be above the mailing address. (The post office will send to the lowest address on the mail piece.)
8. After checking in at the post office, all pieces will be mailed, and customers will be billed for any additional postage due to inconsistent weight, incorrect piece count or failure to meet postal regulations.
9. No fluorescent paper except yellow may be mailed.

## GENERAL SERVICE PRICES

**Special Pricing Available For High Volume Corporate Accts.**

Mail List Processing Fee (25.00)

InkJet Address/BarCode/Bulk Stamp (.05ea)

Hand Sort (Applies to all Labeled Items) (.03ea)

Tabbing (Req'd for Folded Items) (.03ea)

Hand Inserting (Call for Pricing)

Envelope Sealing (Call for Pricing)

Applying Labels (Call for Pricing)

**POSTAGE\*** (Subject to change/ Provided only as a price guide)

Postage (In State From Excel File) (.20each - .22each)

Postage (Mixed States From Excel File) (.22each - .28each)

Postage (First Class Call For Pricing) (.41ea)

Postage (Canada, Out of Country) (.70ea)

WE CAN PROVIDE FIRM QUOTE PRIOR TO MAILING UPON REVIEW OF LIST

