



# Mailing Instructions

540-662-6911 • 800-662-6912 • fax: 540-722-2782

WPI CONTACT: \_\_\_\_\_ MEDIA:  Printed in house

Provided by customer

CUSTOMER: \_\_\_\_\_

Customer contact: \_\_\_\_\_

Phone, e-mail, or fax: \_\_\_\_\_

MAIL PIECE:  Letter (rectangle less than 6 1/8 x 11 1/2")  Self-mailer (letter sized)  Flat (non-letter)  Postcard (1st class only, 4 1/4 x 6" max)  Other

QUANTITY EXPECTED: \_\_\_\_\_

How should foreign or unmailable addresses be handled? \_\_\_\_\_

## POSTAGE INFORMATION:

Class:  Presorted 1st (500 minimum, extra charge for over 1 oz.)  
 Presorted Standard (200 minimum, 3.5 oz. before extra charge)  
 Periodical (Customer must have permit)  
 Nonprofit (Customer must have permit)  
 No sort

Method:  Indicia (Permit # \_\_\_\_\_)  
 Stamps  
 Meter (Winchester only)

Payment:  Deposit at WPI  
 Money in customer's account at post office  
 Other

*\* Mail is not taken to the post office until postage is paid. If your accounting department requires several days to process a check, please make a deposit equal to the number of pieces of mail times the basic rate. Extra money will be credited to your bill. If you do frequent mailings, you may want to consider an escrow account.*

## LIST:

File Name: \_\_\_\_\_

How Provided: \_\_\_\_\_

Preferred format is comma delimited text. Files may be e-mailed to khottle@winchesterprinters.com

*\*Lists are routinely dumped following mailing unless prior arrangements have been made*

Requested Date in Mail: \_\_\_\_\_ Entry Post Office: \_\_\_\_\_

Special Instruction: *Custom labels incur added charges. If no special instructions are given, standard format will be used.*

Customer Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_