Decision Tree 1: Mail Class Design

Start Here!!

How many Pieces per mailing?
Over 200?

YES

Contents:
Bill, Personal letter, Business transaction? Usually NO!

NO

Are there over 500 Pieces per mailing?

NO

Do you wish this item to go at first class rate, even if it qualifies for bulk mail? Your office will need to pay for postage. A budget code will be required.

YES

Time line:
Do you have time to design, print, presort, and still have time to allow 1 weeks in the hands of the Post Office? If No, Your office will need to pay for postage. A budget code will be required.

Yes

First Class Metered mail.
Use no Permit Imprint
Use no shades of red or green. Be careful of other colors. Our meter ink is red and cannot be seen on some colors. Get Approval of Mailroom before printing.

No

First Class Presort Mailing.
Special instructions for sorting and presenting mailing to the Mailroom are available at the Mailroom. Get Approval of Mailroom before printing. See next page.

Yes

Note: Must be 500 pieces per mailing!

First Class Mail
US PostagePaid
Alamosa, CO
Permit No. 16

No

Presorted Standard Mail.
Special instructions for sorting and presenting mailing to the mailroom are available in Mailroom. Get Approval of Mailroom before printing. See next page.

Yes

Note: Must be 200 pieces per mailing!

NON PROFIT
US POSTAGEPAID
PERMIT NO 80
ALAMOSA, CO