

ADDRESS QUALITY (Heather Fills Out)

- Address Correction – **Always Run** (changes Street to St.)
- Move Update (NCOA) – **Always Run**
(*except when using “or Current Resident”*)
- Duplicate Search (Exact) – **Always Run**

MAIL SORT

- Sort Class:** First Class Standard
- Piece Type:** Letter Flat Postcard
- Machinability:** Machinable Non-Machinable

PIECE DIMENSIONS

- Thickness: _____ (Inches) per _____ (Pieces)
- Height: _____
- Width: _____
- Piece Weight: _____ (lbs.) or (oz.) per _____ (Pieces)
- Drop Zip Code: _____
- Drop Date: _____
- Job ID: _____
- Mailing Permit#: _____
- SCF Drop: _____

SORT LEVEL (Heather Fills Out)

- Automation: _____
- Non-Automation: _____
- Single Piece: _____
- Carrier Route (WS): _____
- Tray Label Update
- Export Quantity: _____
- SCF Drop Scheduled: _____
Appointment # _____
- Postage Total: _____

STANDARD ENVELOPE LAYOUT

Tray # / Sort Position / Endorsement Line _____
 Full Name _____
 Business Name _____
 Address Line 1 _____
 Address Line 2 _____
 City State Zip Code _____
 IM Barcode _____

NON-STANDARD LAYOUT

- or Current Resident
- To the _____ family
- To the _____ household

MAILING PERMIT INFORMATION

Ghost Permit _____
 CRID: _____
 Contact Name: _____

 Org. Name: _____

 Address: _____
 City: _____
 State: _____
 Zip+4: _____
 Phone: _____
 Email: _____
 Non-profit _____

EMAIL NCOA AND BAD ADDRESS REPORT AND POSTAGE TOTAL: _____