

BULK MAIL TEMPLATE FOR USPS NON-AUTOMATED, NON-MACHINABLE MAIL PIECES.

MAGNET PLACEMENT: A: 1/2 inch space between the magnet and edge of postcard for a good seal. B: Imprint on postcard should be <i>about</i> 1/4" away from magnet placement (this includes any type of surrounding border, etc.). C: Imprint under magnet should be at least 1/4" smaller than magnet. Magnet can be placed on either side of postcard.	STAMP & METERED MAIL AREA: Stamps and metered mail can ONLY be in the upper right hand corner of mail piece (not mail area), this includes empty boxes for stamp placement. INDICIA: - 1st class min qty 500, 3rd class or Non-Profit min qty 200 (Qty cannot be a combined copy change total - EACH copy change must meet the minimum requirement). - Indicia should have approx. 1/8" space from surrounding type. - Minimum font size is 4 pt. in all CAPS; INDICIA CONTENT CANNOT BE SMALLER THAN 1/2 X 1/2" - No graphics behind indicia; must be solid area & can be in reverse. Box not required. - Printed Indicias can be placed anywhere on the mail piece as long as it is ALWAYS in the upper right hand corner of the "mail area" and easily identified. - Indicia needs to be easily found by post office; not lost in graphics. Return Address Required for ALL non-profit indicias (must match form) and for ALL use of Ancillary Service Endorsements. INKJET ADDRESSES: Allow a 3 3/4" x 2" area for inkjetting addresses. Addresses can be inkjet over a ghosted graphic as long as there is a lot of contrast and address is easily read. BARCODE AREA*: No inkjetting of addresses in this area, but we can have graphics; however, keep in mind that some post offices may affix (aka spray on) an unnecessary bar code sticker that could cover up important imprint information, such as a phone number for example.
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STAMPS AND
METERED MAIL
CAN ONLY GO
HERE.
UPPER RIGHT
HAND CORNER
OF "MAIL PIECE".

EXAMPLE OF
MINIMUM TYPE SIZE
4 PT TYPE
INDICIA "CONTENT"
MUST BE AT LEAST
1/2" X 1/2"
BOX NOT
REQUIRED

BULK MAIL FORMS (REQUIRED): Forms must be filled out and returned by dist. before processing order.

- If Gardner 1st Class is selected, we MUST have USPS Form 6014 Returned (per USPS).
- If Gardner 3rd Class is selected, form 6014 is not required at this time (per USPS).
- "Or Current Resident" is an option for both indicias.
- Non-Profit (Ship from Gardner) - Must meet certain criteria: USPS form 3623 w/letter of intent on official letterhead & signed by Officer and all must have been sent to the Gardner Post Office for authorization (need original documentation mailed in.)

CUSTOM SIZE POSTCARDS: Min. custom size is 4.25x5".

ALTERNATIVE ADDRESSING (POSTAL CUSTOMER, RESIDENTIAL CUSTOMER, BUSINESS CUSTOMER-ONLY THESE OPTIONS): We can print this on the postcard ONLY if the dist. is ALSO in the same city as the indicia that is being printed. Customer can ONLY use if it is a Rural Route--only box sections w/o city delivery. We cannot use our indicia and ship somewhere else other than Gardner, KS. (USPS A040.1.5)

ANCILLARY SERVICE ENDORSEMENTS: 1/4" space around ALL sides of the endorsement (this is NOT the same as "or current resident"). Can ONLY be in one of four places on the mail piece, will need form 6014 for both 1st & 3rd class - see DMM for proper placement.

* Notes are based on "non-machinable, non-automated" mail pieces. Currently ALL our products are non-machinable, non-automated. (07/05)