

Job Submission Form



Customer Name: _____ **Job Name:** _____ **PO Number:** _____

Contact: _____ **Phone:** _____ **EXT:** _____

File Name: _____ **Expected Overall Count:** _____

Dedupe Required: **Yes** **No** **Include Cass Errors:** **Yes** **No**
(Unconfirmed addresses)

Data Categories: **Good Moves** **Bad Moves** **No Changes** **Vacant**
(Address groupings to include in the mailing)

Mail Class: **First Class** **Standard** **Non-Profit**

Stock Availability Date: _____ **Preferred Mail Date:** _____

*Please note, you must allow up to 14 days from the listed date for non-profit; or up to 7 days for standard mail to be delivered

Description of Mailing: _____

*For Example: Either a Card, Brochure, #10 Envelope, Flat, etc. Also please include a description of the inserts if applicable

Number of Inserts **Permit Number**
(If Applicable): **(If Applicable):** **MPS to Supply Stock:** **Yes** **No**

Exact Match: **Yes** **No** **Print:** **B/W** **Color**
(Letter & Envelope) (If Midwest is printing inserts/letterhead)

MWP requires that all needed stock is in hand before the mailing is started
When complete, select the "Submit" button and attach the corresponding list file

Signature: _____ **Date:** _____