

Job Submission Form Explanation

Job Name: Enter a unique name that summarizes the job. (Ex: July Payroll Mailer)

File Name: Include company & job name when labeling the corresponding list file. (Ex: MidwestPresort-JulyPayroll.xlsx)

Dedupe Required: 'Dedupe' stands for de-duplication. If 'No' is selected, multiple mail pieces could be sent to the same individual and/or address.

Dedupe Criteria: If 'Yes' is selected, please choose the conditions in this section.

One Per Individual: Every individual will only receive one mail piece

One per Household: Every address will only receive one mail piece

Include CASS Errors: These addresses are unable to be confirmed by the USPS. However, mail pieces with these addresses can possibly still reach their destination.

Mail Class: Depending on the contents of the mailing, select one option defined below.

First-Class Mail: Bills, Invoices, Personal Correspondence, Merchandise

Marketing (Standard) Mail: Must be less than 16 oz each and must meet a minimum quantity of 200 pieces

Non-Profit Mail: A subclass of Standard. Includes: Charitable, Religious, Educational etc. organizations that possess USPS authorization

Exact Match: Choose 'Yes' if the insert(s) contain information specific to the individual and is/are being inserted into a non-window envelope.

Submit: After the form has been completed, click this button. The form will become an attachment in an email, and the email address 'Scotts@Midwestpresort.com' will appear in the "Send To:" section. Please attach the corresponding list file and click send!