Project Mailing Procedures

Midwest Presort requests that the below guidelines be followed to allow for each project mailing received to be executed efficiently and in a timely manner.

- Please review USPS requirements for address placement (or call Midwest Presort for input).

- Please review USPS requirements for clear zone and barcode placement (necessary for postal discount).

- If possible, please use un-coated (cis) stock for a postcard on the address side.

- Please send at least 10 units of stock more than the estimated count of addresses in the mailing.

- Please send Midwest Presort all the needed stock to complete the mailing at the same time.

- Please either label the stock with "Midwest Presort/(Name of Job)" or print out the corresponding job submission form and attach it to the stock.

- Please send one example of completely inserted stock in the envelope, if appropriate.

- Please communicate to Midwest Presort the instructions for excess stock once the job is completed. (Midwest Presort to recycle or hold for customer pick-up).