

## Work Sheet for Self Mailers

**Select A Size** – all of the self mailers below mail at the Letter Size Postage Rate

Standard Sizes

8.5 x 11	Folded to 8.5 x 3.666 Folded to 8.5 x 5.5
9 x 12	Folded to 9 x 4 Folded to 6 x 9
8.5 x 14	Folded to 8.5 x 3.5 Folded to 8.5 x 4.67
9 x 16	Folded to 9 x 4
11 x 17	Folded to 8.5 x 5.5
9 x 20	Folded to 8.5 x 3.666 Folded to 9 x 4

Write the size you have selected here \_\_\_\_\_ The folded size here \_\_\_\_\_

-----  
**Select Mailing Classification** – the rate at which you want to mail

**First Class** – refer to the website for more information

**Standard** – refer to the website for more information

**Non-Profit** – refer to the website for full details and forms. The U. S. Postal Service has strict guideline for Non-Profit Agencies. You will need the following;  
Forms PS 3623  
A request for acceptance on your organizations letterhead

Write your mailing classification here \_\_\_\_\_

-----  
**Mail List / Quantity – variable data**

The quantity of mail list #1 \_\_\_\_\_  
The quantity of mail list #2 \_\_\_\_\_  
The quantity of mail list #3 \_\_\_\_\_

The quantity of all mailing list \_\_\_\_\_  
Are your mail list(s) in CSV or Comma Delimited Format?

What quantity do you need to order through the site to fulfill your mailing? \_\_\_\_\_  
Minimum quantity for First Class is 500  
Minimum quantity for Standard Class is 200

Write your print quantity here \_\_\_\_\_

-----  
**Coating**

Do you want your mail piece to coat?

If the answer is yes you must leave a window in the coating for your variable data to receive automation rates

Circle one      Coat with KO window   /      Do not coat

-----  
**Placing Your Order**

Once you have answered these questions you will be ready to place your order. You start by returning to the site and selecting the card that you wish to print. Once you have selected the product and added it to your card hit "**Continue Shopping**" and select "**Mailing Services.**" Once on the mailing services page select "**Card Mailing**" and in the "**Sheets per set**" box enter the amount of your mailing. Then select the Size and Classification under the Processing and Postage section. Hit "**Add to Cart**" and you are ready to check out.