Print⁺ Center

Mail Classification

Standards for Addressing Envelopes

1. Do not handwrite addresses on envelopes.
   - If you do, please write legibly using black or blue ink.
2. Use preprinted labels with updated address information.

First Class Outbound Mail ($.46 per) Please allow 1-3 days for delivery

1. Address envelopes clearly, type or use labels if possible.
2. Limit last two lines to address and city/state/zip only. Do not put "Attention to" or suite number in the last two lines.
3. Position address 1/2" from the right side and 5/8" from the bottom.

*** Bulk Mail – Preferred *** ($.12 per) Please allow 3-7 days for delivery

1. Bulk mail is a cheap way to mail using our nonprofit status.
2. The mailing list must be 200 or more to qualify.
3. Submit mailing list using .xls or .csv.
4. Your mailing list will process using the following criteria:
   a. Remove duplicates
   b. Processed through our Do Not Solicit (DNS) database
   c. Inspect list for undeliverable addresses
   d. National Change of Address (NCOA)
5. At the end of the job, we will send you the undeliverable addresses and NCOA names to update your database.
6. ***Please note – We will not mail undeliverable addresses.

Every Door Direct Mail (EDDM) ($.08) Please allow 3-7 days for delivery

1. Using EDDM, you can send mail without a mailing list.
2. No special permit needed.
3. Identify zip codes you would like to target.
4. Mail a larger postcard for less (See USPS site for print specs).

*** Please note, we reserve the right to change your mailing classification if the mailing does not meet the certain criteria, we will make every attempt possible to inform you of the change.

If you have a mailing question or need help with your mailing project, please call 402-398-6469, we have experts waiting to assist you.