

# Mailing FAQ's

What are the minimum pieces for Direct Mailing Services?

- \* Presorted Standard - minimum 200 pieces
- \* Presorted First Class - minimum 500 pieces
- \* Non-Presort First Class - minimum 200 pieces
- \* Non-Profit (Standard) - minimum 200 pieces

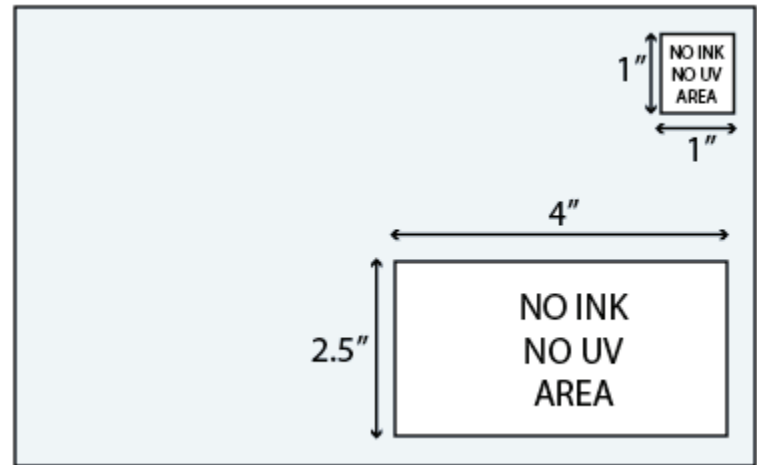
What type of paper can we ink jet for mailing?

We can ink jet on paper that does not have UV coating on postage side and address block.

- \* 100lb book
- \* 100lb cover
- \* 4/1 14 or 16pt
- \* 4/4 Spot UV or UV Front
- \* Matte 14pt or 16pt
- \* 70lb bright white

What is the indicia/address layout for mailing?

You must have: 4w x 2.5h inches of blank space at the bottom right hand corner for addressing and barcode. 1w x 1h inches of blank space at the top right hand corner for the indicia/permit. (see figure below)



What is included in mailing services?

- \* Data process of one mailing list (\$25 for each additional list)
- \* C.A.S.S. Certification (Coding Accuracy Support System)
- \* N.C.O.A (National Change of Address)
- \* De-dupe list
- \* Pre-sorting
- \* Ink-jet setup and addressing
- \* Post Office delivery

What is the turnaround for mailing?

Mailing turnaround begins once PAMF is received. PAMF form submitted before the 1 P.M. (P.S.T) deadline will be considered the first day of turnaround. Here are the turnaround times for data processing:

- 200 - 25,000
- 1 - 3 business days
- 30,000 - 60,000
- 3 - 5 business days
- 70,000 - 100,000
- 5 - 7 business days

Is postage included in the mailing service cost?

No, postage is a separate charge.

What is PAMF?

Proof Authorization Mailing Form. Proof that is e-mailed to you after postage payment has been received and printing completed. Proof shows indicia and one random name from customer's mailing list ink jet on mailer to show placement. Indicia indicates the class of mailing.

What happens to the remainders that are not mailed out?

Effective June 24, 2010, you will have the option to ship the remainders to your remainders to an address of your choosing, or have 4over, Inc. recycle them for you.

Can we use our own permit instead of 4overs?

No, mailing service is only offered to customers that want to use 4over's permit.

Does 4over mail for non-Profit organizations?

Yes, if you have a Non-Profit account with USPS

Can an extra line be added to the addressing lines?

Our standard pricing includes a maximum 5 lines. Additional lines may require an extra setup and setup charge. Please call for details.

What types of files are acceptable for mailing lists?

We accept the following formats: .xls (Excel [recommended]), .csv (Comma delimited), .txt (ASCII text file)

Here is a sample of what the mailing list excel sheet should look like:

MAIL LIST.xls							
	A	B	C	D	E	F	G
1	FULL_NAME	COMPANY	ADDRESS_1	SUITE/APT	CITY	STATE	ZIP
2	JOHN DOE	4 OVER, INC.	5900 SAN FERNANDO RD.	# B	GLENDALE	CA	91202
3	JOHN SMITH	PRINTERS	123 FAKE ST.	24	NEW YORK	NY	10007
4	JANE DOE	MAILERS	321 ALVERA ST.	204	LOS ANGELS	CA	91202
5							



Presorted Standard

- \* 200 pieces required to qualify for Presort Standard.
- \* Post office delivery time is estimated two weeks.
- \* Cheapest postage rate but longest delivery time.



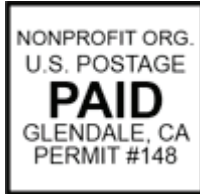
Presorted First Class

- \* 500 pieces required to qualify for Presort First Class.
- \* Post office delivery time is estimated 1 - 3 business days.



Non Presort First Class

- \* 200 pieces to qualify for Non-Presort First Class.
- \* Post office delivery time is estimated 1- 3 business days.
- \* Non-Presort First Class is the same as placing a stamp on an envelope (no discount).
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Non Profit (Standard)

- \* 200 pieces to qualify for Non-Profit mail.
- \* Customer needs to provide proper documentation to qualify for Non-Profit rate. \*(PS Form 3623)
- \* Post office delivery time is estimated two weeks (Same as Presort Standard).
- \_ Uses customer's Non-Profit account with 4over's permit number.