

Job Specifications

Company: _____

Contact: _____

Date: _____

Job Title: _____

Estimated Quantity: _____

End Client: _____

Envelope Type: _____ Envelope Size: _____

(Lick & stick is essential for DLX and C5, Peel and Seal for C4.)

Addressing Method:

- Labels supplied Flat Sheet Labels Data

If you ticked Data what format:

- Ascii Delimited Excel Access Other_____

Insert Description:

	Size Supplied	Finished Size	Weight	Description
Insert 1				
Insert 2				
Insert 3				
Insert 4				
Insert 5				
Insert 6				
Insert 7				
Insert 8				

*Your Partner,
Not your competition*

Sydney
52 Clapham Road
Sefton NSW 2162
P.O. Box 206
Regents Park NSW 2143

p 02 9743 9547
f 02 9645 2219
ABN 51 002 082 466

Melbourne
7 Yiannis Court
Springvale VIC 3171

p 03 8685 9800
f 03 8685 9801
ABN 20 134 783 056



Laser printing requirements:

Merge fields: Yes No

Graphic Elements: Yes No

Signature: Yes No

Body Text: Yes No

Duplex: Yes No

Multiple Sheets: Yes No

Postal Charge Account Details:

Cheque - Mate's Account

Client Account No.: _____

Client Name: _____

Client Address: _____

Client Phone No.: _____

Postal Discounts: Clean Mail Barcode Pre-sort

Printpost

Mail type: Regular Charity Mail Off Peak

Preferred Lodgement Date: _____

Comments: _____

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Office Use Only

Stock Received from client:

Description	Quantity	Date Received

Additional Inserts (supplied by Cheque - Mates): _____

Actual Lodgement Date: _____

Postal Discounts: Clean Mail Barcode Pre-sort Printpost

Mail type: Regular Charity Mail Off Peak

Letters within Australia		International Letters		
	Domestic		Asia Pacific	Rest of World
Small Letters		Up to 50g		
Large Letters Up to 125g		Over 50g up to 125g		
Large Letters Over 125g up to 250g		Over 125g up to 250g		
Large Letters Over 250g up to 500g		Over 250g up to 500g		

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	Operator/s	Date
Data	_____	_____
Laser	_____	_____
Inkjet	_____	_____
Insert	_____	_____
Lodge	_____	_____

