

Mailing Check List

- Have you organised **lick & stick (DLX or C5)** envelopes including correct artwork? Make sure your artwork complies with Australia Post **correct addressing guidelines** before going to print. If you are lodging to an account the minimum is **Return Address (top left hand corner)** and **Postage Paid Australia symbol (Top right hand corner)**. Peel and Seal Wallet envelopes are required for all C4 mailings.
- Make sure that any letter that requires data to be merged into it is supplied in Word.
- If the job is four state barcoded and the envelope is window face please use barcoded window face stock, otherwise the barcode will not show through.
- Check the data and make sure all fields that you want to use in your merge or on the face of the envelope are available and correct. Particular attention should be given to **Salutation, Firstname, Lastname, Company, Address Line 1, Address Line 2, Suburb, State and Postcode**. To avoid confusion add a header line indicating the same is preferred.
- Wherever data is required to be mapped into letter text it is preferred that the field names (as they appear in the data source) are shown in the Word document supplied in their correct position.
- Check the exact quantity to be mailed from the data source.
- When ordering stock lines and printing, always over order, don't order exact quantities. A reasonable over order would be about **3%** of quantity.
- If drawing stock of your own please check that boxes being counted as full **ARE** actually full.
- Have the customer double check the data before sending it to us to make sure that information is still in the right position and relevant.
- Does the customer have a Postal Account and if so please provide the details prior to lodgement date. You may need to get clearance for us to lodge to that account at **Regents Park Business Centre**. A letter of approval on their company letterhead mentioning the account number to be lodged on is mandatory.
- Allow a realistic turn around for each step of your job. Pushing things along faster only results in oversight and error on everyone's part. Start with the date you would like your mail to be in the hands of your recipients and work backwards. Allow for multiple drafts and proofs of artwork. Rarely is anything ready to go to press from first proof.

*Your Partner,
Not your competition*

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