Mail Service Instructions Using Your Permit

You provide
- List
- Description of mail piece (letter, postcard, folded mailer,… size, weight and thickness)
- Permit information (city of post office, permit number)
- Non-profit authorization if applicable

Colortec will process the list (CASS certification and NCOA) and pre-sort the list.

Colortec will then provide
- Pdf of tags
- Pdf of Postal Statement
- Pdf of labels (20 up on 8.5x11)

You then (see 'Tray Preparation' below for details)
- Print labels on 20 up label sheets
- Print the tags on white card stock or heavy text stock
- Cut tags to size (2"x 3.25")
- Affix the labels to the mail pieces
- Place pieces in USPS trays
- Insert tags in trays
- Band pieces if necessary
- Strap flat size pieces by bundle number
- Sleeve and strap trays
- Confirm there's enough funds for the mailing in the post office account

When you are ready to deliver to the post office… notify Colortec

Colortec will upload files to USPS then email to you the needed confirmation sheet

You print out the confirmation sheet and provide the sheet to the BMEU (business mail entry unit) of your post office along with the mail trays.

Tray Preparation
(refer to https://pe.usps.com/text/qsg300/Q201.htm)

Make sure all mail pieces are faced in the same direction before placing them into trays.

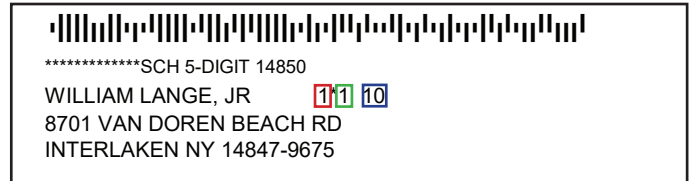Letter size pieces (3.5" x 5" up to 6.125" x 11.5") go in 2ft or 1ft letter trays

Flat size pieces (larger than letter size – up to 12" x 15") go in flat trays (or tubs)

Insert tags into tag holder on the front of the tray - Note the tray numbers on the tags.

The address labels include tray number (red) also bundle number (green) and sequence (blue)

Place the mail pieces in trays (matching the tray number on the label to the tray number)

Bundles

Letters
Letter size pieces do not require bundling, except if the tray is less than 80% filled, then letters should be banded using **rubber bands** in bundles less than 6" tall (Ignore the bundle number on the label)

Cards
Card size mail pieces **always** require bundeling the same way.
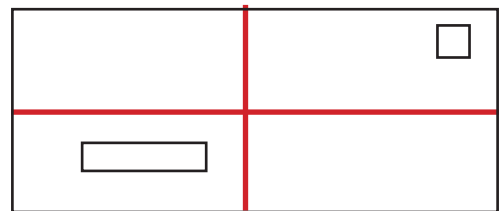
Flats
Flat size pieces must be **strapped** (do not use rubber bands) in bundles less than 6" tall (each bundle should have the same bundle number shown on the label)
Note – don't cover up the address label.