



Mailing Service Guidelines

To help expedite your mailing service at Panaprint, please follow these simple mailing guidelines:



1. *Take your print design into consideration.* Remember to leave a knockout of 3.5"x1.5" for inkjet addressing. The standard formatting for this is 5/8" from the bottom and 5/8" from the left side. The orientation of your knockout can also affect your postage.
2. *Send your mailing list to us at least one week prior to the postal entry date.* This allows time for processing the mailing list through our software, communicating findings back to you, and for you to send a postage check.
3. You will be faxed a mailing confirmation authorization after your list has been processed through our software. This will include a postage estimate and other important information. Please review this form thoroughly. If all the information is correct, please sign the form and fax it back to us within 24 hours. Addressing your mailing cannot begin until we receive a signed copy of your authorization. *The sooner you fax your authorization, the sooner your mailing can begin.*
4. *Panaprint does not advance postage.*
5. *Don't forget to send us your postage check in a timely manner.* When planning your deadline, include sufficient time for us to receive the check via the delivery method you choose. And make the check payable to U.S. Postmaster.

Let Panaprint handle your project from start to finish!

Save time and money by taking advantage of our in-house mailing services.



Your customer service representative will be happy to answer any questions you may have about Panaprint's mailing procedures and pricing.