



Post Haste Mailing Services, Inc.
12260 Crosthwaite Circle
Poway, CA 92064
Phone: 858/513-7740
Fax: 858/513-7744
Email: data@posthastemailing.com

WORK ORDER

Company: _____ **Phone:** _____

Contact: _____ **Fax:** _____

Job Description:

How do you want to mail?

(We will take the lowest rate within the class, unless you check fully paid first class.)

- Fully paid first class
- First class presort
- Periodicals
- Standard
- Nonprofit

Data:

- Electronic data
- PSLs (sticky labels)
- Mail pieces will already be addressed

Quantity expected:

Should we eliminate duplicates? Yes No

If yes, please tell us how:

- One per address
- One per last name
- One per name

Are there special fields that should be included in the label? (i.e., id numbers)

How would you like the postage affixed?

- Indicia
- Meter mark
- Stamps

Check enclosed with mailing. Amount: \$ _____

If you're not sending a check with the mailing, do you have funds in your permit? We're sorry, but we can't begin a job without postage.

Barcoding and Foreign

To optimize your postage discount, we will automatically barcode your mailing. Please tell us if you DO NOT want that done.

Do NOT barcode!

Should we mail any foreign pieces? (A higher postage and handling rate will apply.)

Yes

No

For mailings in envelopes only. Inserting order:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Excess – a charge will apply to all returned excess.

Please recycle any excess material.

I will pick up my excess material within 10 days.

Store any excess for another job on _____.

Return any excess to the following address (if different than on mailing piece):

Special instructions: