

Work Order

XYZ-65570

Customer: XYZ Company Contact: Errybody Rep: JH Entered By: JH		PO # Enter Date: 12/28/2017 Est. Data In: Est. Material In: Drop: <input type="checkbox"/> <i>not before</i>
Project: Service Codes		
Quantity: Foreign: PcWt(oz): 0 Thickness: _____" Permit No: 1 PO Drop: Holder:	Class: Cat: PostAffix: Sort: Geo:	Post\$ Req: Postage Due: Post Status: Leftovers:

Data Processing		Begin: _____	End: _____	QC: _____
1	Use Security Policy;Delete 2 years after Drop Date			0
2	Code Annual Giving Checkmarks			42.5
2	Code Ask Strings: One Generic Set of Ask Strings			35
2	Code Ask Strings: From Five Maples Standard Table			30
2	Code Ask Strings: From Custom Table			37.5
3	Edit Original Data File			0
4	Create Salutation			65
5	Include Codes / Constant			15
6	Genderize List			5
7	Include Seed or Seed(s):			0
8	Slug In:			15
9	Load List(s)			25
9	Master Suppression File			35
10	Data Entry (add, edit, delete)			5
11	CASS & DPV Certify List			37.5
12	NCOA - Setup & Return file to Client			55

Work Order

XYZ-65570

Data Processing		Begin: _____	End: _____	QC: _____
12	NCOA - Setup; Do not return file to client			35
12	National Change of Address			0.0035
13	Remove Duplicates			65
14	Append Walk Sequence Numbers for Postal Sorting			150
15	Move Update Compliance Method			0
16	Postal Presort List			40
17	Output to X: _____			0
18	Print Facing Slips			0
19	Print Labels			0
20	Setup: Mail Merge			0
21	Additional Proofs			20
22	Print Merged Documents Black			0
22	Print Merged Documents Color			0
23	Live Samples			0
24	Please forward to Warehouse for processing			0

Lettershop		Begin: _____	End: _____	QC: _____
0	===SPECIAL DIRECTIONS FOR YOURSELF & LETTERSHOP FIRST===			0
1	Use Security Policy; Secure any addressed mat'l			0
1	Minimum Processing Charge			175
1	Rush Charge:			0
1	Special Font:			0
1	Special Direction for Lettershop:			0
1	Supply Proof for Approval			0
0	===SET UPS & ACTIONS===			0

Work Order

XYZ-65570

Lettershop		Begin: _____	End: _____	QC: _____
2	Set Up Message			20
2	Print Message, proof required,			0.025
2	Add Endorsement			0.03
3	Set Up Return Address			20
3	Print Return Address, proof required,			0.03
4	Set Up Permit			20
4	Print Permit			0.025
5	Set Up Addressing			35
5	All "ADD-" Service Codes			0.053
6	Set Up Stamp			20
6	Apply Stamps:			0.02
7	Set Up Tab Only			20
7	Tab Pieces Only			0.02
8	Code Pieces			0
9	Set Up Match & Insert			35
9	Match & Insert			0
10	Set Up Inserting			35
10	Insert:			0
0	===MUST BE IN EVERY SECTION IF YOU NEED IT===			0
0	All Damaged Pieces Must be Repaired & Mailed			0
0	Live Samples			0

1. All set up and proofing in lettershop
2. All addressing, stamping, tabbling in lettershop
3. All matching & inserting by machine

Print		Begin: _____	End: _____	QC: _____
1	Setup:			20

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XYZ-65570

Print		Begin: _____	End: _____	QC: _____
2	Prepress Services			35
3	Hardcopy Proofs for Overnight delivery to client			15
4	Print (Color or Black)			0
5	Cut to:			0
6	Live Samples			0
7	Please forward to Warehouse for processing			0
7	Use Security Policy- Secure any printed materials			0
7	All Damaged Pieces Must be Repaired & Mailed			0
8	Set Up Fold			20
9	Fold:			0.018

Comments

Production Comments

Materials Required

METER LOG		Meter			
No. of Pieces	Postage Rate	Begin	-	End	Postage Used

LABEL LAYOUT