

Work Order

XYZ-65139

Customer: XYZ Company Contact: Bob Smith Rep: CM Entered By: CM		PO # Enter Date: 10/5/2017 Est. Data In: 10/2/2017 Est. Material In: 10/2/2017 Drop: 10/10/2017 <input type="checkbox"/> <i>not before</i>
Project: COMINGLE TEMPLATE		Drop date is pickup date
Quantity: 30,000 Foreign: Mail All PcWt(oz): 0.06 Thickness: _____" Permit No: 1 PO Drop: 05346 Holder: Five Maples	Class: STD A, NonProfit Cat: Letter PostAffix: Precancelled Stamp Sort: Auto/Non-Auto Geo: COMINGLE	Post\$ Req: Postage Due: Post Status: MAIL Leftovers:

Data Processing

- 30000 **Postal Presort List** 0.0032
 with TRACK & TRACE, Sort using dummy sample, Comingle - send mail.dat to Firebird, print pallet placards provided by Firebird, place in job bag.
- 1 **Output to X:** _____ 0
 Comingle, No OEL or T&P, Include Seq #, Include AUTO code, Output in zip order
 Comingle, No OEL or T&P, No Seq #, Include AUTO code, Output in zip order

Lettershop

- 1 **Set Up Addressing** 50
 Envelope, PDF PROOFS TO COMINGLER, 3 unique proofs, beginning middle end, to include auto and non auto.
 Postcard/OSPC, PDF PROOF TO CLIENT, PDF PROOFS TO COMINGLER, 3 unique proofs, beginning middle end, to include auto and non auto.
 Self Mailer with 2 Passes, INTERNAL PROOF, PDF PROOFS TO COMINGLER, 3 unique proofs, beginning middle end, to include auto and non auto.
- 1 **Code Pieces** 0
 Comingle 'auto' code. Position in lower left alongside seq #. Same font and size as seq #. Font: _____ size: _____
- 30000 **Address Envelope** 0.03975
 #10 Envelope, 300 DPI, Standard Font, TNR, 11pt, Black, Offset
 Barcode, Comingle, No OEL or T&P, Include Seq #, Include AUTO code, see sample for position.

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Begin: _____

End: _____

QC: _____

1

Comingle

0

No tray tags or tray sleeves needed, fill out pallet placards, East Coast off first,
West Coast trays on top.

Comments

Production Comments

Materials Required

METER LOG

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

LABEL LAYOUT