

GENERAL TAB

- Name of job correct?
 - Lead Time Chart used for Drop Date?
 - Release Date filled out?
 - "Job Type" entered?
 - If "Print In" is box checked?
 - and/or is "Material In" date entered?
 - Materials received? Box checked?
 - If RUSH, is it written on all work orders?
 - Is this a "Not Before"?
 - Caution card included in job bag?
 - Box checked?
 - Any special comments that need to be entered?
(DP By, Drop in, Commingle, MUST, Partnership Merge, etc.)
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POSTAGE TAB

- Post Affix matches Lettershop direction?
- NP & CRID #s entered in comments?
- Is Post Status correct?
 - If "Pending" has a postage estimate been created, sent to client & put in job bag?
 - If "Ship" has client shipping address been entered in Warehouse comments?
 - If "Mail" is *Bill Postage with Processing* in comments section?
- Sort matches DP & Lettershop direction?
- GEO indicated?
- Letter-sized piece meets size and aspect ratio?
- FSM / Booklet meets USPS folding requirements?
- Flat meets addressing rules and droop test?
- Mail panel okay?
 - Did you use mail panel overlay?
 - At least 2x4?
 - No more than 10% screen?
 - Position okay?
 - First Class has return address on front / back?
 - STD or STD NP has a return address on the front or back if using a corporate permit?
 - Return address matches client NP# address and CRID address?

DATA PROCESSING TAB

- List review complete? DP direction reviewed?
 - Multiple tabs? Multiple files?
 - Codes to include?
 - Extra columns not needed?
 - # of files to load indicated?
 - Files CASSED?
 - Files NCOA'd? Who will it be returned to?
 - PAF included or on file? Expiration Date?
 - Movecomply included if NCOA not needed?
 - Weight on job order?
 - Mail Foreign indicated?
 - Postage office for mail entry (audit) indicated?
 - Presort sequence numbers indicated if needed?
 - Print outs of each variable piece in job bag? (letter, reply, etc.) Highlighted?
 - Dedupe needed?
 - Make selects or use entire list?
 - Do selects need to be sublisted? Which WO?
 - "Output to X" matches Postage & Lettershop?
 - OEL, T&P, SEQ, BC, COMMINGLE
 - Does a final mail file need to be saved?
 - Are there multiple versions of letter or reply?
 - Does DP know how to code them?
 - NDC/ SCF Processing included?
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LETTERSHOP & FULFILLMENT TABS

- Made appropriate selection under 'Inkjet Proofs'?
- Addressing matches Output to X and Postage?
- Does postage being applied match Postage tab?
 - Does a stamp order form need to be filled out and emailed to Michele?
- All necessary Lettershop/Fullfillment services codes added?
- Are the # of inserts indicated correct?
 - Has the package sequence been entered in comments section?
 - If not standard package, has Production approved sequence of package?
- Special proofing requirements listed & correct?

PRINT TAB

- Special order paper or materials needed?
 - Print Department informed?
 - Will Print Dept need to make edits to files?
 - Prepress service code included for edits taking 15 min or less?
 - If more than 15 min, submitted edits under Client Services WO?
 - Folding Direction included for all necessary pieces?
 - If printing set quantity, has this information been written on the WO?
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FOREIGN TAB

- Set Up Foreign direction included?
 - Is processing “Same As Domestic” or will there be additional work?
 - Do envelopes need to be supplied?
 - Do we need to print labels? How should they be formatted?
 - Postage for Canadian & Other Foreign correct?
 - Are we applying stamps? Has service code been included?
 - If foreign weight is different than domestic, has this weight been written on the foreign work order?
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INVENTORY AND WAREHOUSE TABS

- Has inventory been received into work order?
 - Verified quantities received verses mail quantity?
 - If short, included instructions or contacted printer or client?
- Is direction for warehouse handling of residuals correct?
 - If return, is the shipping address in the Warehouse comments section? Street address, not P.O. Box?
 - Have you input how many pieces, folded or flat, stuffed, addressed in service code?
- Deliver to NDC/SCF included?

WORK ORDER REVIEW

- Quantity correct on all activities?
 - Does Repair All needed to be added on each section?
 - Is Security Policy required?
 - Have you added it to all sections?
 - Box checked in General Tab?
 - Separate work orders for Foreign and Printing?
 - Is the foreign work order in a big job bag with consolidated?
 - Is print on it's own?
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SAMPLE REVIEW

- Sample included for consolidated WO?
 - Does postage match work order?
 - Is weight on the sample with math?
 - Is there a seq # or T&P needed on outer envelope? (with atleast ½” clearance)
 - Is the seq # on each variable piece in the package highlighted?
 - Are the pieces numbered?
- Are folding samples needed for Print & in job bag?
- Tabs drawn on Self Mailers/ Booklet sample and indicated on work order?
- Foreign sample in Foreign job bag?
 - If same as domestic, does it match consolidated sample with correct postage?
 - If processing different, did you include envelope and label layout?
 - If weight is different, did you include this on sample?