QUIZ 1-Postal Classes, Types, Affix

1. Williams College wants to mail 9 x 12 envelope with a letter insert. There will be approximately 250 addressees in the mail file. Wants to use a permit. No in-home date preference.
   1. What type of piece are we mailing (category)?
   2. What postal class should we send?
   3. What type of postage will we affix to the piece?
   4. Do we have all the information we need? If not, what is missing?
2. Navy SEAL Foundation wants to mail an appeal letter to their constituents. They want to make sure everyone gets their mail in a timely fashion and wants undeliverables returned to them.
   1. What type of piece are we mailing?
   2. What postal class should we send?
   3. What type of postage will we affix to the piece?
   4. Do we have all the information we need? If not, what is missing?
3. C&S Wholesale Grocers wants to mail a 6 x 9 envelope with a letter insert. There will be approximately 5,000 addressees in the mail file. This is going to a very important group within the company, so delivery timeliness and accuracy is important.
   1. What type of piece are we mailing?
   2. What postal class should we send?
   3. What type of postage will we affix to the piece?
   4. Do we have all the information we need? If not, what is missing?
4. Overland Summers wants to mail a 4 x 6 piece, no envelope. There will be approximately 50 addressees in the mail file. This is more of a marketing piece rather than appeal letter, so not worried about the “personal feel.”
   1. What type of piece are we mailing?
   2. What postal class should we send?
   3. What type of postage will we affix to the piece?
   4. Do we have all the information we need? If not, what is missing?
5. Springfield Hospital Foundation wants to mail a piece to their constituents. There will be approximately 3,000 addressees in the mail file. No in-home preference.
   1. What type of piece are we mailing?
   2. What postal class should we send?
   3. What type of postage will we affix to the piece?
   4. Do we have all the information we need? If not, what is missing?