

RTC Customer Check List

1. Processing Category of Piece

- Flat
- Letter
- Post Card
- Irregular

2. Dimensions of Mail Piece

_____ Height _____ Length _____ Thickness _____ Weight

3. Class of Mail

- Standard
- First Class
- Periodical

4. Permit number and permit holder's name and address.

Permit Holder's Address	Permit Number

5. Drop Date of Mailing: _____

6. Name and Zipcode of the Post Office the Mailing is to be mailed from: _____

7. Disposition of Over run:

- Return to Customer
- Return to Inventory
- Customer will Pick Up
- Destroy
- Special _____

8. Mailing label format:

- 4-Up cheshire labels
- 3-Up cheshire labels
- 1-Up Pressure Sensitive
- Inkjet
- Special, please specify _____

9. Disk/ Magnetic Tape/ Electronic File Information:

- File Layout (including Block Size, Record Length, Field Names, Total number of Records)
- Label Layout (How does the customer want their information printed on the labels?)

Please Specify what should be done with Diskettes/Magnetic Tapes/Electronic Files after the mailing is complete:

- Return to Customer
- RTC should retain for future use. How long should RTC retain _____
- Destroy

If not specified above, RTC will return files to customer immediately following the completion of the mailing, or after one month has expired, RTC will destroy the files and will no longer be held responsible for them.

Please note that any of the above items missing from your submitted job may result in the delay of your job and could add additional costs!!