

## **DATA INFORMATION:**

If you are providing us with an electronic file, we recommend that you forward it to us as soon as possible. Sending us your file prior to your materials arriving at our facility will give us a head start on the processing of your job and allow us to get your work out faster. If you want to send the file via email, our email address is [data@aplusmailingsolutions.com](mailto:data@aplusmailingsolutions.com).

When providing list files, be sure to provide us with a layout of how you want your "address label" to appear, complete with any custom fields that may need to be referenced. For signatures or logos being used in personalized letters, addressing, or mail piece designs, please be sure they are provided to us in either TIFF, JPEG or BMP file formats.

## **INDICIA LAY-OUTS**

If you are providing the mail pieces for your mailing, one of the postage payment options is a pre-printed permit indicia. If you don't have a permit of your own, you may use ours for no additional charge. Be sure to consult with us to determine the correct indicia for your mailing. Below are the formats you will most likely use.

### First Class Mail

FIRST CLASS MAIL  
U.S. POSTAGE  
PAID  
HARRISBURG, PA  
PERMIT NO.

### Presorted First Class Mail

PRSRT FIRST  
CLASS  
U.S. POSTAGE  
PAID  
HARRISBURG, PA  
PERMIT NO.

### Standard Mail (A)

PRSRT STD  
U.S. POSTAGE  
PAID  
HARRISBURG, PA  
PERMIT NO.

### Non-Profit Standard Mail

NON-PROFIT ORG  
U.S. POSTAGE  
PAID  
HARRISBURG, PA  
PERMIT NO.

## **DELIVERY OF MATERIALS**

Our facility is equipped with both ramp and truck height dock access. We recommend a phone call to our facility prior to delivery so that efficient instructions and directions can be provided.

## **MATERIALS**

It is very important that you provide enough materials for set-up and processing of your entire job. Shortages in materials can result in delays of processing and additional costs. We recommend a minimum of 5-10% of extra materials. Once your job is complete, leftover pieces can be returned to you, disposed of, or stored at A+ Mailing Solutions for future mailings. Since the type of mail piece may affect the quantity of extras needed, you should contact us to discuss the requirements before going to print.