



Main: (714) 772-3282 / Fax: (714) 772-6947 / Web: [www.DirectList.com](http://www.DirectList.com)

\*\*\* For more Postal information regarding IMB, Move Update, etc., pls visit: <http://ribbs.usps.gov/> \*\*\*

### POSTAL QUALIFICATION CHECK LIST

Client: \_\_\_\_\_

DLT WO#: \_\_\_\_\_

Job Name: \_\_\_\_\_

Estimated Drop Date: \_\_\_\_\_

#### Input Information

##### AUTOMATION COMPATIBILITY (\*\* Letters must be sealed to be automation compatible \*\*)

Yes, mail piece is automation compatible     No, mail piece is not automation compatible

##### PRESORT CLASS (Choose one)

1<sup>ST</sup> Class/Presort     Standard     Periodical

##### MAIL PIECE TYPE (Choose one)

Letter     Flat     Postcard     Non-Flat Machineable

##### INTELLIGENT MAIL BARCODE (IMB) – \*\* For Basic Service Only \*\*

Mailer ID#: \_\_\_\_\_ (6-digits or 9-digits)     Serial # (Optional): \_\_\_\_\_

##### RATE CATEGORY (Choose one)

Regular     Non-Profit + (Non-Profit Authorization # (6-7 digits): \_\_\_\_\_)     In-County Rate

##### POSTAGE PAYMENT METHOD (Choose one)

Permit: # \_\_\_\_\_ (Permit info required below):

Permit Holder Name/Co: \_\_\_\_\_ Permit Holder Tel#: \_\_\_\_\_

Permit Holder Addr/City/State/Zip: \_\_\_\_\_

Meter     Stamps + (Rate\$: \_\_\_\_\_)

##### PRESORT SCHEMES (Choose all that apply)

Walk-Sequence + ( Ascending or  Descending)     Enhanced CRRT     Automation

##### CONTAINER TYPE

Trays + ( 1 & 2 ft. Mixed Trays or  2ft. EMM Trays)

Sacks + ( 70 lb Sack - #2 - or  45 lb Sack - #3 -)

##### PALLETIZATION OPTIONS (If Palletization is requested, choose Container Types below)

Tray on Pallet + ( 1 & 2 ft. Mixed Trays or  2ft. EMM Trays)

Sack on Pallet + ( 70 lb Sack - #2 - or  45 lb Sack - #3 -)

Package on Pallet + (Pkg Weight: \_\_\_\_\_ lbs. / Max Pkg Thickness: \_\_\_\_\_ in. / Max Pallet Weight: \_\_\_\_\_ lbs.)

##### MAIL PIECE DIMENSIONS (\*\* Default is #10 Envelope w/ 2 inserts – Use Default or pls fill out below \*\*)

Weight \_\_\_\_\_  ounces or  pounds (Number of pieces used to determine Weight: \_\_\_\_\_)  
Thickness \_\_\_\_\_ inches (Number of pieces used to determine Thickness: \_\_\_\_\_)  
Height \_\_\_\_\_ inches (of 1 piece)  
Width \_\_\_\_\_ inches (of 1 piece)

