



mail information and instruction form

PLEASE COMPLETE THIS FORM AND FAX TO 218-722-9914 OR EMAIL TO YOUR SALES REPRESENTATIVE.

Date: _____

Customer: _____

Job Number: _____

Name on Job: _____

Total Number of Mail Pieces: _____

PERMIT #1003 Periodical # _____ 1st Class EMI

List National Change of Address Performed in the last 94 days: Yes No
(You must complete the USPS Form 6014 attached to this form and submit to us before mailing)

Requested Mail Date: _____

Estimated Postage: _____

Indicate method of payment: (please circle one)

Check EFT Credit Card Caps Account

PLEASE SEND YOUR PAYMENT, ALONG WITH THIS FORM, TO ARRIVE AT LEAST ONE DAY IN ADVANCE OF YOUR MAIL DATE.

If paying by check, please make check payable to Postmaster. If paying by credit card, a 3% fee will be added to your postage amount. (Please contact your sales representative with your credit card information). There is no charge for EFT (please contact your sales representative for EFT form). The United States Postal Service requires postage to be paid in advance and will not mail your job without your postage payment. Pro Print does not offer charge accounts on postage. We do many mailings and cannot finance the large volume of postage. We make every effort to estimate your exact postage, but occasionally there is a difference in the estimated postage and the United States Postal Service actual cost. Any difference in the estimated postage versus the actual postage will be reconciled on your final invoice.

Authorized Signature: _____

Understanding the USPS Move Update Requirements

The Move Update standard is a means of reducing the number of mail pieces in a mailing that require forwarding or return by periodic matching of a mailer's address records with customer-filed change-of-address orders received and maintained by the United States Postal Service. Mailers who claim presorted or automation rates for First-Class Mail must demonstrate that they have updated their mailing list within 185 days before the mailing date. The United States Postal Service offers four pre-approved methods for accomplishing this: National Change of Address Linkage System (NCOA Link); Address Change Service (ACS); FASTforward; and finally, ancillary service endorsements except for Forwarding Service Requested. Alternative methods that require separate approval also are offered for First Class Mail mailings. Mailers must use one of the pre-approved or alternative methods to meet the Move Update standard.

Effective November 23, 2008, the minimum frequency for Move Update will increase from 185 days to 95 days prior to the date of mailing and the Move Update standard will also be required for all Standard Mail. The Move Update standard is met when an address used on a mail piece in a mailing for any class of mail is updated with an approved method and the same address is used in a First-Class Mail or Standard Mail mailing within 95 days after the address has been updated. Except for mail bearing an alternative address format, addresses used on all pieces claiming Standard Mail rates will be required to meet the Move Update standard.

The above information is taken directly from the DMM[®] USPS, 230a, page 1. This requirement is a Postal requirement and not a requirement of Pro Print.

We do require that you supply us the United States Postal Service Form 6014, stating that you have complied with the Postal Service requirements. This form is available on our website under the forms section.

However, if you are unable or would prefer not to check your list through one of the pre-approved methods listed above, Pro Print offers this service for \$.01 per name. Once the list has been checked and sorted, the list can be returned to you for your use as many times as you like over the next 95 days.

If you purchase a list from any source, it is your responsibility to ensure that the list has been checked against the National Change Of Address (NCOA) information.

As stated in the Postal regulations, should your list not comply with the Move Update standard, you may pay significantly higher postal rates.



The undersigned authorized representative of (mail owner) _____ hereby acknowledges that mail must meet the Move Update standards in order to qualify for First-Class Mail® Discounted Prices or for Standard Mail® Discounted Prices. The standards for First-Class Mail are set forth in the DMM® 233, 333 and 433, and the standards for Standard Mail are set forth in DMM 243, 343 and 443. The undersigned certifies:

The addresses on all First-Class Mail and Standard Mail submitted to (mail preparer) _____ for mailing at discounted prices have been updated within 95 days of the date the mail is submitted to the Postal Service™ using the following approved address updating process.

CHECK ALL THAT APPLY:

- NCOALink® product
- One Code ACS™/ ACS™ product
- Appropriate ancillary service endorsement (Including appropriate address record corrections)
- FASTforward® MLOCR via an agreement with (mail preparer) _____
- A National Customer Support Center (NCSC) approved alternate method available to **First-Class Mail** mailers only who:
 - (a) are subject to statutory or regulatory restrictions that prohibit changing customer addresses without direct notification from the addressee or a prohibition on the release of address information; or
 - (b) have an address correction process that effectively produces a Move Update accuracy of a least 99% as measured against the Postal Service Change-of-Address (COA) data. (Attach copy of NCSC Approval for either alternative.)

The undersigned acknowledges and agrees that the (mail owner) _____ will be liable for and will pay, subject to appeals described by postal laws and regulations, any revenue deficiency assessed on discounted First-Class Mail or discounted Standard Mail submitted directly to the USPS® or indirectly through a mailing agent.

(Mail owner) _____ agrees to submit an updated PS Form 6014 to the mail preparer if any information provided on this form changes.

I hereby certify on behalf of (mail owner) _____ that all information furnished on this form is accurate, truthful, and complete. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.

Printed Name of Signer: _____

Signature: _____

Title: _____

Company Name: _____ Date: _____

Telephone Number: _____

NOTE: This form is valid for up to one year from date signed. This form must be made available to the USPS by mail owner or mail preparer on 24 hours notice.