

BASIC SET UP

- Provide list in an Excel file
- Excel fields must be separated as follows:
 - Name
 - Title
 - Company
 - Street Address (including address numbers for highways or rural routes)
 - City
 - State
 - Zip Code
- Black ink only
- No logos
- Specify font
- Maximum envelope width is 17", length is not limited
- Minimum envelope size is 3" x 5"
- Maximum height of address space is 1-1/2"
- Maximum envelope thickness is 1/4"
- Uncoated paper stock required

