



Mailing Support Services: Questions & Answers

September 25, 2020

Question	Answer
<p>If consulting work is provided as part of our standard services to ensure that your pieces meet postal regulations, do you still want us to fill out the consultant exhibit form?</p>	<p>If referring to Exhibit A (Scope of Work) in the sample contract, that will be required after consultant selection occurs.</p> <p>If referring to the Attachment B (Cover Sheet) that is also required. You can note additional costs for consulting work somewhere on that form.</p>
<p>Will the notices be printed in color? Any preference on paper stock?</p>	<p>Typically, notices will be printed in black and white. Please use the Notes column on Attachment B to provide pricing for both black & white as well as color.</p> <p>We are looking for something similar to standard printer paper for notices.</p>
<p>For the 'print, fold, tab, mail of the 8.5"x 11" notice', would you like a half-fold or a trifold?</p> <p>What type, weight, and finish of paper are you looking for?</p>	<p>Typically, the notice will be folded in half. However, multi-page notices that require an envelope will be trifold.</p> <p>We are looking for something similar to standard printer paper for notices.</p>
<p>How often will the mailings be done annually? Once a month, once a quarter?</p>	<p>Mailing frequency varies as it depends on the number and type of applications that the City receives. It may be monthly or quarterly and can sometimes be many in one month.</p>
<p>Postcards - are these 5x7 or 4x6 postcards? Any special treatment in terms of gloss or matte stock?</p>	<p>Generally, postcards will be 4" x 6". In terms of treatments, the City would consider options that are low to moderate in cost. Please use the Notes column on Attachment B to provide pricing for available options.</p>
<p>For the 'printing full color postcards', what size would you like?</p> <p>What type, weight, and finish of paper are you looking for?</p>	<p>Please see above response. In terms of weight, the City would need something that would hold up well in the mail while still being low to moderate in cost.</p>

<p>Are envelopes printed in color?</p> <p>Do you perhaps have a sample envelope picture?</p> <p>Any preference on paper stock?</p>	<p>Envelopes are printed in black and white with a mailing label.</p> <p>Please see image below for sample.</p> <p>The City has no preference on paper stock as long as the paper will hold up well in the mail while still being low to moderate in cost.</p>
<p>Will the printed envelopes for 8.5"x11" notice be half fold or trifold?</p>	<p>The paper would be a trifold, so we'd want an envelope to accommodate that.</p>
<p>Will envelopes be black ink only, or 1/2 PMS?</p>	<p>Black ink only is fine.</p>
<p>Would you like a window envelope or standard?</p>	<p>Standard envelope with a mailing label.</p>

Envelope Sample

