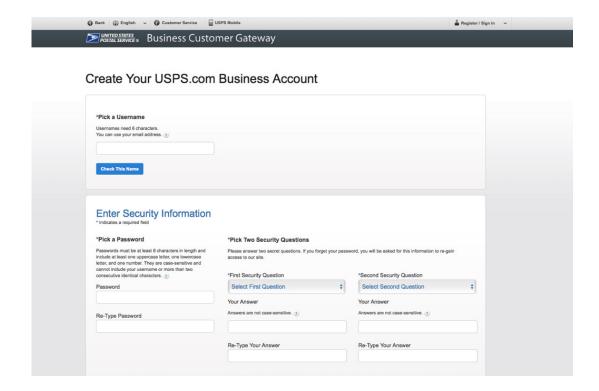
HOWTO CREATE & PROCESS YOUR EVERY DOOR DIRECT MAILER



REGISTER

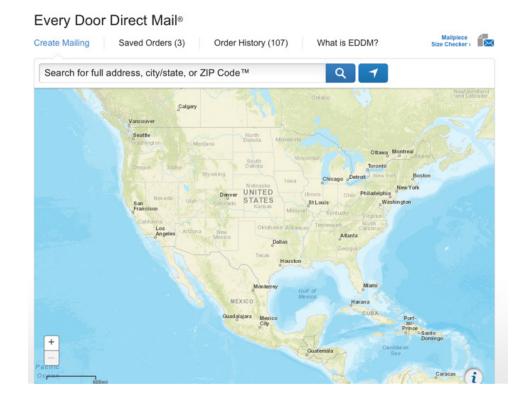
Follow the link below to register for an account with the US Postal Service Every Door Direct Mail service.

http://eddm.usps.com



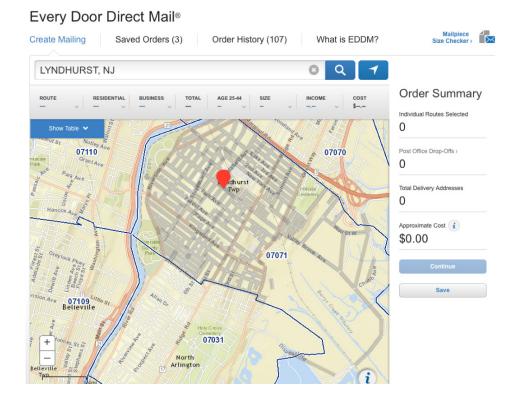
CREATE A MAILING PART I

Search by address, zip code, or simply use the map to choose the routes you'd like your mailer to go to.



CREATE A MAILING PART II

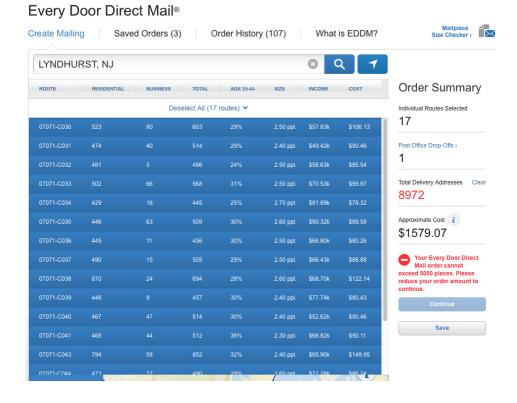
Click on each of the search criteria to target your audience. You can isolate this by business, residential, age and income.



CREATE A MAILING PART III

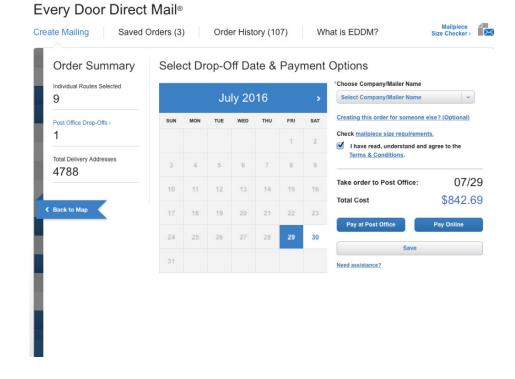
Once you have isolated the area you'd like your mailer to go to either continue to process your payment or save to come back later

NOTE: You can only process up to 5,000 addresses per day on your account. If you would like to send to more addresses than this, you'll need to place/drop-off orders on multiple days.



PAYMENT

Select the day you'd like to drop off your mailer. Then choose to pay at the post office or pay online.



PRINTING YOUR FORMS

Choose the option to "Print all forms now" - for each route, you must print out *1* form for each *100* pieces.

Please see below example:

Route C008: 288 addresses

So, for route C008, I would need to print out a total of *3* forms.

*2 bundles of 100 & then 1 bundle of 88 (So each bundle needs their own form).

POST OFFICE LOCATIONS AND DROP INFORMATION

Information provided below identifies the Post Office retail units that service the ZIP Codes and routes included in your mailing. Each mailing must be taken to the specified Post Office retail unit as indicated below for processing at the discount postage rate.

1 WESTFIELD 153 CENTRAL AVE WESTFIELD, NJ 07090 Phone: (908) 233-4053 Fax: (650) 577-4424 800-ASK-USPS

| Nation | N

ZIP Code	Route	Mailpieces	ZIP Code	Route	Mailpieces	ZIP Code	Route	Mailpieces
07092	C008	288	07092	C029	284	07092	C030	306
07092	C036	279	07092	C041	217	07092	C046	269
07092	C053	364	07092	C054	256	07092	C055	51
07092	C056	217		2				ga .
Total Mailpi	eces: 25	31	Approximat	e Cost: S	\$445.46			

1. Double-check your mailpieces There are size and label restrictions for mailpieces sent through Every Door Direct Mail®. Use our Mailpiece Size Requirements tool and read our Quick Reference Guide to make sure your mailpieces will be accepted. 2. Prepare your mail bundles. We recommend that you organize your routes in bundles of 50-100 pieces. 3. Print out your forms. You will need to have 1 separate Facing Slip for each bundle you create. Bundles of 50 would require 51 Facing Slips. Bundles of 100 would require 26 Facing Slips. WESTFIELD POST OFFICE (10 routes, 2531 delivery addresses) 07092-C008 288 delivery addresses 07092-C029 284 delivery addresses 07092-C030 306 delivery addresses 07092-C036 279 delivery addresses 07092-C041 217 delivery addresses 07092-C046 269 delivery addresses 07092-C053 364 delivery addresses 07092-C054 256 delivery addresses 07092-C055 51 delivery addresses 07092-C056 217 delivery addresses Download Mailing Statement (2 pages) (USPS Form PS3587) > Download Facing Slips (1 page/route)

What do I do next?

To print all pages at once:

Print All Forms Now

BUNDLE YOUR EDDM & ATTACH MAILING SLIPS

Each bundle of 1-100 pieces will need to be accompanied by it's own form as mentioned in Step 6. Make sure you fill out the Date, # of mailpieces per bundle, & total # of bundles (i.e. 1 of 4)

EVERY DOOR DIRECT MAIL - RETAIL™ FACING SLIP

Mailer Information Company Name: Pix-I Graphx Post Office of Mailing LYNDHURST 5-Digit ZIP Code (Required) Route Number (Required) Delivery Type: 07092 C008 Residential Total # of Mailpieces per Bundle: Total # of Bundles*: 8/4/2016 100 1 of 3 Do Not Deliver Address Do Not Deliver Address

SIGN YOUR FORMS

Here you'll need to fill out the total number of bundles. Once you've done that, simply Sign & Print your name & list the telephone number you'd like to associate with the mailer.

(NOTE: If you pay online, it is helpful to highlight the "Total Postage" amount & "Status" so it is easy for the person processing your order to know you are ready to drop off & have paid).

	ited States Postal Service very Door Dire		EDDM)	Reta	il®		Post Office: Note (Do Not Round S	Mail Arrival Date & Time stamp)	
	Name and Address of Individual or for Which Mailing is Prepared		Telephone (201) 553-1200		Name and Address of Mailing Agent (If other than mailer)			Telephone	
Mailer	Pix-I Graphx 107 Stuyvesant Ave. Suite B, Lyndhurst, NJ 07071								
	Customer Registration I.D. (CRID)	55555555			Customer Registration I.D. (CRID)				
	Post Office of Mailing LYNDHURST	Processing Catego		Mailer's Mailing Date 08/04/2016		Total # of Bundles		Total # of Pieces per Bundle	
ing	Type of Postage EDDM Retail Indicia	Delivery Type Residential		Weight of a Single Piece ounces Max Weight 3.3 ounces		Every Door Dire	ect Mail Barcode		
Mailing	Metered Meter Strip	Route Type(s) In		Incentive/Discount Claimed		1100000000000204877970000003			
	Entry Price Category Pri	ce No. of Pieces	Subtotal Postage			Total Postage	Status	Affix Meter Strip Here	
	DDU Saturation 0.1	76 2,531	\$445.46			\$445.46	PAID ONLINE	•	
Certification	The mailer's signature certifies act subject to appeal. If an agent signe the mailer is bound by the certifica resulting from matters within their this form is accurate, truthful, and mailing qualifies of the prices and regulation. I understand that anyor on this form may be subject to crim	e mailer and that deficiencies on furnished on standards and the or postal							
	Signature of Mailer or Agent	Printed Name of Mailer or Agent Signing Form			orm	Telephone			
	X					(201) 553-1200			

DROP OFF YOUR EDDM

Once you have bundled all of your pieces and attached the proper form to each bundle, you are ready to bring them to the Post Office! Once you drop off, it will take 1-2 days for your Post Office to process & deliver to the selected addresses.

