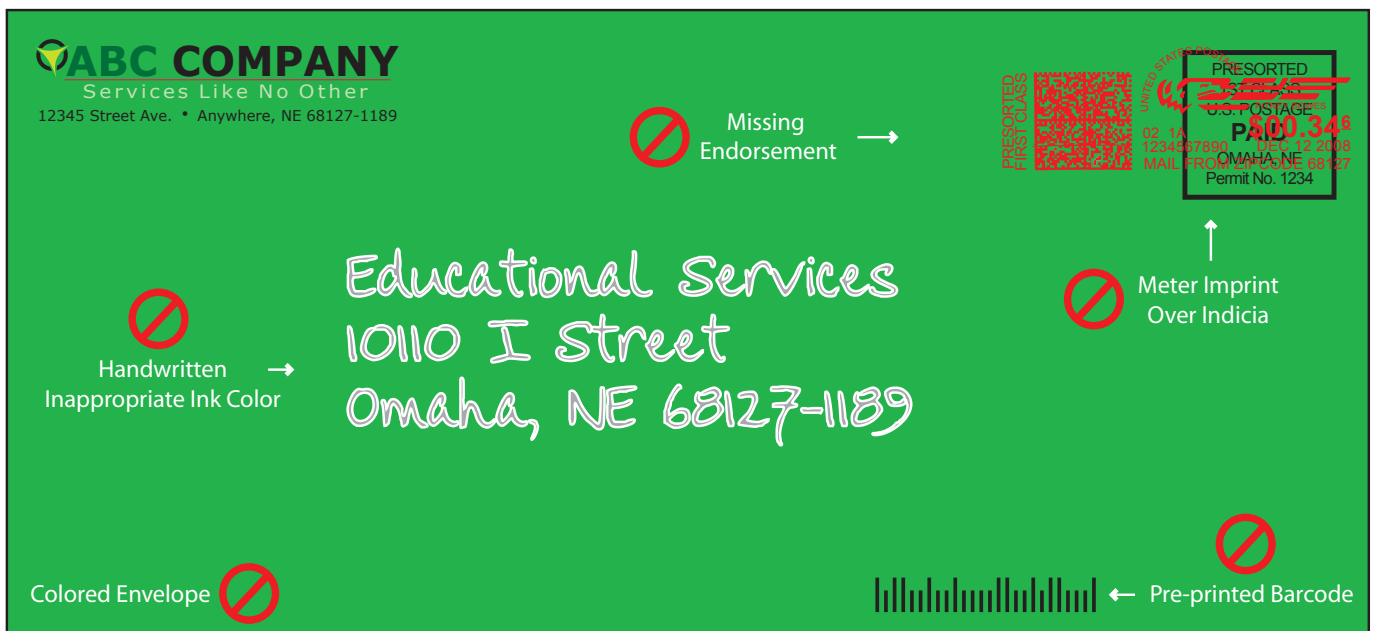


MAIL PREPARATION TIPS FOR AUTOMATED PRESORT PROCESSING PROBLEM MAILPIECES

The automation process can be delayed if a mailpiece displays any of the following characteristics:



THINGS TO AVOID

- Envelopes with any print (including pre-printed barcodes) in the barcode clear zone.
- Meter impression over a permit indicia.
- Colored envelopes. Some colors and shades are not automation compatible.
- Handwritten mailpieces. If necessary, blue and black are the only acceptable ink colors.

For questions regarding mailpiece formatting, consult with a Presort Services Customer Service Representative.