



Seattle Mailing Bureau

Q: Should I send my mail "Standard" or "First-Class"?

A: How you choose to send your mail depends on your delivery needs and your postal budget. Postal rates for "Standard" mail are cheaper, but delivery can take up to two weeks longer. "First-Class" is typically used for customized and personalized mail, such as statements and notices and recipient-specific mail. "Standard" mail is an excellent and economical choice for advertising pieces.

Q: Do I need to have a postal permit to use your services?

A: No! That's one of the great advantages of working with us: we handle all relations with the U.S. Postal Service and can send your mail out using our permit.

Q: When is tabbing required?

A: General rules for tabbing are: For letter-sized pieces. Two tabs must be applied if the opening is on the bottom of the address block or if the piece has multiple pages. No tabbing is required on non-letter-sized pieces (over 6 1/8" in height or over 11 1/2" in width).

Q: What are the dimensions of a First-Class postcard?

A: A First-Class postcard varies in size from 3 1/2" x 5" at minimum to 4 1/4" x 6" maximum and must be printed on at least 9-point stock.

Q: Is bar-coding worthwhile for my mailing?

A: Generally, bar coding will save you from five to seven cents per piece, depending on how finely the sort can be done. The cost savings makes bar coding very worthwhile for most customers and helps mail to flow faster through the system.

Q: Does Seattle Mailing Bureau require prepayment of postage?

A: Yes, we do require prepayment, since the post office requires us to prepay. (Unfortunately, we cannot accept credit cards.)

Q: How many inserts can your equipment handle?

A: Our state-of-the-art Bell and Howell inserter can handle up to 10,000 pieces per hour and insert up to six individual components in a single envelope on one pass. Your only limitation on the number of insertions is the size of your envelope!

Q: Can you process my mail the same day I deliver it?

A: Our standard turnaround time is two to four days. Of course, each job is different, depending on the quantity and processes required. If you need something FAST, just give us a call at 1(800) 886-MAIL, and we'll fit you in!