

Job Control Document

PROJECT:

Date

Product

Job Title

Mail Date

VENDOR:

Name of supplier

Address

Contact Person(s)

Telephone

Fax

E-mail

Prepared by

Revision due to

Job Control Document

1. PACKAGE DESCRIPTION

Total Quantity _____

Outgoing Envelope (O.E.)

Business Reply Envelope
(Postage Paid)

Reply Envelope

Letter (personalized)

Brochure

Business Reply Card
(Postage Paid)

Reply Card

Buckslip

Other Pieces:

2. PACKAGE WEIGHT

Total Package Weight

Postage cost/package

Job Control Document

1A - OUTGOING ENVELOPE

Size _____

Stock _____

Ink Colour(s) _____

Window _____

Personalized _____

Recycled Logo _____

Other Information _____

Printer _____

Date of delivery _____

Postage:

<input type="checkbox"/>	Addresses Admail Permit	
<input type="checkbox"/>	Lettermail Permit	
<input type="checkbox"/>	Meter	

<input type="checkbox"/>	O.E. Versions >>>>>	_____	_____	_____
		_____	_____	_____
		_____	_____	_____
		_____	_____	_____
		_____	_____	_____
		_____	_____	_____

Quantities	Keycodes
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Job Control Document

1B - BRE/RE

BRE (Business Reply Env.)

or (Postage Paid)

RE (Reply Envelope)

(Postage not Paid)

Size

Stock

Ink Colour(s)

Recycled Logo

Other Information

Printer

Date of delivery

Versions >>>>>

Quantities

Keycodes

Quantities	Keycodes
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Job Control Document

1C - LETTER

Size _____

Stock _____

Ink Colour(s) _____

Pages _____

Personalized _____

Recycled Logo _____

Other Information _____

Printer _____

Delivery Date _____

Versions >>>>>>>>>> _____

<u>Quantities</u>	<u>Keycodes</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Job Control Document

1D - BROCHURE

Size _____

Stock _____

Ink Colour(s) _____

Pages _____

Personalized _____

Recycled Logo _____

Other Information _____

Printer _____

Delivery Date _____

Versions >>>>>>>>>> _____

<u>Quantities</u>	<u>Keycodes</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Job Control Document

4. MERGE/PURGE INSTRUCTIONS

Kill files _____

Priority _____

Criteria for dupes _____

Nb of record/address _____

Other requests _____

Address Accuracy _____

Pre-sortation of mail _____

Genderisation _____

Upper/lower/accent _____

Segmentation _____

Finder's number _____

Seed list _____

Dump at reception _____

Dump after tapework _____

Merge/purge (M/P) Report _____

Job Control Document

5. LASER INSTRUCTIONS

Laser _____

Salutation _____

Date _____

Cutting and folding
of lasesred pieces _____

6. MAILING INSTRUCTIONS

Set-up samples _____

Insertion _____

Samples _____

Other _____

Job Control Document

SPECIAL INSTRUCTIONS:

Schedule:

Datafiles delivered

Letter text for laser set-up

Delivery of envelope sample

Delivery of letterhead

Laser tests

Laser

Delivery of other pieces

Lettershop

Mail drop
