

Guide for Preparing Mail Panel Art for Drive Thru Printing and Mailing

When preparing art for the mailing side of your Postcards, Brochures, Flyers, Newsletters or Specialty Products, please keep in mind the following guidelines.

1. To qualify for the postage rate your quote is based on, you must leave a space of 4 ½ “ wide and 4” deep so that the automation equipment can read your barcode.
2. The mail panel should be white. Using a color or a screen of a color will interfere with the equipment at the Post Office.
3. When mailing standard rate (formerly 3rd class) the mailing indicia (the box in the top right corner) must read:

PRSRT STD
US POSTAGE
PAID
MEMPHIS TN
PERMIT #1

4. When mailing first class presort rate, your mailing indicia must read:

PRESORTED
FIRST CLASS MAIL
US POSTAGE PAID
MEMPHIS TN
PERMIT #1

5. When mailing with a non-profit permit your mailing indicia must read:

NON PROFIT ORG
US POSTAGE
PAID
MEMPHIS TN
PERMIT #1

Questions? Call a Drive Thru customer service representative at 800-850-2248.