

## **New Client Check List**

- Consult with Mail-O-Matic for the best way to proceed.
- Send clear written instructions to M-O-M.
- Advise representative if follow-up mailing is planned.
- Provide a written list of inserts and package versions.
- Confirm that paper stock and envelopes are compatible with machinery and comply with postal standards.
- Check that materials actually fit into the envelope and that all pieces can be inserted with address visible.
- Provide a sample package of the mailing.
- Tell M-O-M when materials are expected to arrive.
- Write contact name and project details on data diskette / in e-mail, including file names and quantity to expect.
- Confirm intended mail date.
- Provide payment of postage before the mail date.