

SIMPLE STEPS FOR POSTCARD PRINT & MAILING

**OUT OF POCKETS COSTS WILL INCUR WHEN USING THESE POSTCARDS
(PRINTING AND POSTAGE)**

PRINT FILES WILL NEED TO BE PROVIDED TO A PRINTER FOR PRODUCTION

1. From supplied file, (fillable pdf) add your personal information on back side of postcard.
 - Phone number area
 - Return address area
2. Click save for final pdf file. Email or stop by your local print shop for the print and mailing of postcard. Make sure to have your completed postcard file and Excel mail list on USB drive to give the printer. Or you can print address labels and add after the printing is completed.
3. **Follow the simple steps below for the printing of postcards.**
You may give the following print/mailing specifications to your preferred printer to complete your mailing.
4. ITEM: Postcard with mail merge
SIZE: 6" X 4"
PRINTS: 4/4 WITH BLEED, STOCK: 16PT TANGO, C2S (or equivalent stock)
FINISHING: From supplied mail list, mail merge addresses on back of postcard. (add first class stamp and mail)