



REQUEST FOR FIM / BARCODE CAMERA READY ARTWORK

SHADED AREA FOR USPS USE ONLY

Fill in completely and return to:

DOUGLAS DESCHAIINE-MDA
U.S. POSTAL SERVICE
141 WESTON ST
HARTFORD CT 06101-9645
Phone: 860.524.6414
Fax: 650.577.5645
douglas.a.deschaine@usps.gov

Post Office Requesting artwork (USPS USE ONLY)

CONTACT NAME _____

POST OFFICE _____

ADDRESS _____

CITY / ST / ZIP _____

PHONE # _____

FAX # _____

Section A :CUSTOMER INFORMATION EXACTLY AS IT IS TO APPEAR ON THE MAILPIECE:

(PLEASE PRINT LEGIBLY)

ROUTE ID

ATTENTION LINE (OPTIONAL) _____

COMPANY NAME _____

DELIVERY ADDRESS _____ STE/APT# _____

CITY _____ STATE _____ ZIP _____

Section B: MAIL PIECE INFORMATION. PLEASE CHECK ALL THAT APPLY.

(SINGLE) POSTCARD (Min 3.5" X 5" Max 4.25" X 6")
Exact Size _____ +4 Code Assigned: _____

1 OZ. LETTERS or FOLDED POSTCARDS (Min 3.5" X 5" Max 6.125" X 11.5")
Exact Size _____ +4 Code Assigned: _____

2 OZ ENVELOPE
Exact Size _____ +4 Code Assigned: _____

Other Category (FLAT, BUSINESS REPLY LABEL)
Exact Size _____ +4 Code Assigned: _____

Section C: REPLY MAIL INFORMATION

CRM Int'l BRM Domestic BRM QBRM Y/N _____

Business Reply Permit Number: _____

Post Office issuing the Permit: City _____ State _____

Intelligent Mail Barcode MID # (REQUIRED) _____

Send artwork to:

AMS - INITIALS/DATE

Contact: _____

Company Name: _____

Address: _____

City ST Zip+4 _____ Phone: _____

Email Address: _____ Fax: _____

(PLEASE PRINT LEGIBLY)