

ANDY H WEAVER Inc.

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Direct Catalogers and Letter Shop since 1958
LETTER SHOP SERVICES - As of 1 June 2003

**Are you tired of having your mail 'undeliverable'? Are you paying too much for your mailings?
OR perhaps
you have never used Direct Mail to contact your customers. Bulk mail or Direct Mail is one of the
very best
methods to follow up, get new customers, or simply keep customers and potential customers
informed!! The
cost is probably LESS than you think!**

**We know that we can handle any and all of your bulk mailing needs. We have been in direct mail
since 1958,
and we keep up with the numerous postal changes, rates, requirements, etc. Our general price
quotes on the
following page/s, do not include postage. Postage costs can be determined once we know the size
and weight of
your mailing piece. Our prices are generally in six categories: TURN-A-ROUND TIME IS
GENERALLY
WITHIN 10 DAYS FOR MAILING LISTS.**

We offer COMPLETE MAILING SERVICE including (but not limited to):

Mailing list entry (initial entry of your database, unless on computer disk)

Mailing list updates and corrections (hourly charge)

**Mailing list certification: CASS and PAVE (required after 1 July 1996.) Includes all required
reports for the
Postal Service.**

Mailing list labels (printing labels - per each)

Mailing list hard copy (printing laser lists - per each)

Mailing list processing (affixing labels or ink jet)-per thousand

Mailing list bagging and USPS drops

**Please note that we have a minimum charge for individual requests for small quantities of labels,
printouts, etc.**

Andy H Weaver, President

**YOUR NAMES NOR YOUR MATERIAL SENT FOR CATALOG/S WILL NOT UNDER ANY
CIRCUMSTANCES BE USED FOR ANYONE ELSE, REGARDLESS. COMPLETE
CONFIDENTIALITY IS OUR UTMOST CONCERN.**

**NOTE: IN THE EVENT YOU AS THE CUSTOMER DEFAULTS ON PAYMENT FOR
SERVICES**

**RENDERED, ANDY H WEAVER COMPANY HAS THE RIGHT TO HOLD ALL MAILING
LISTS**

**AND MATERIAL UNTIL THE ACCOUNT IS BROUGHT UP TO DATE; or DISPOSE OF
AFTER 90
DAYS.**

ALL MATERIAL YOU SEND TO US REMAINS YOUR PROPERTY. YOU ARE RESPONSIBLE FOR ANY COPYRIGHTED MATERIAL YOU WISH PUBLISHED. AFTER WE HAVE SET-UP YOUR CATALOG; OR ON MAILING LISTS; WE WILL EITHER DESTROY THE MATERIAL SENT TO US, OR RETURN TO YOU AT YOUR EXPENSE, IF YOU SO DESIRE.

NEW JULY 1996: Our software for sorting and Zip+4 is CASS and PAVE certified. The CASS and PAVE certification and reports, necessary under the new classification format are \$25.00 total for both the auto and non-auto per file or mailing. We furnish you a copy of the identical reports that we must furnish to the Postal Service office of mailing. You will generally save more in postage, than the total cost of bringing your mailing list up to Postal specifications on the addresses; over the previous rates. REMEMBER, the bad addresses will cost considerable MORE. Below are a few of the new requirements and specifications:

In order to bulk mail, whether First Class, Standard (formerly Third Class); in letter size or flats (non-letter size), your mail list MUST be 100% CASS CERTIFIED , or VERIFIED for auto (or automation) rate. That means, the computer will add the correct CARRIER ROUTE and the correct ZIP+4 to each address. If the address is not verifiable, it is considered NON-VERIFIABLE and is listed as UPGRADEABLE mail and is assign to a separate sort file; the NON-AUTO portion. The rate for VERIFIED mail is LESS than the pre-classification rate. The NON-VERIFIABLE file will have a much higher rate than the pre-classification rate. Therefore it is important that your list be as VERIFIABLE as possible. Bad addresses not only cost money, but in MOST cases, will simply not be delivered at all by the receiving Post Office. Believe me, it does pay to upgrade your mailing list to as many VERIFIABLE addresses as possible!

Maximum weight for bulk mailing piece is 16 ounces.

We (or you) can bring your mailing list up to date using a number of US Postal Service services, such as LACS, AEC, and NCOA. There will usually be some, even at that point, that can not be delivered. What we suggest at that point is ordered ADDRESS CORRECTION which means we send the bad addresses from your file to a Sectional Center, which try to find the correct address for that postal customer. If they can not, we suggest deleting them from your file at that point. The ADDRESS CORRECTION endorsement on the piece will mean that all incomplete, all

moves, all

Forwarding Expired, etc., will be returned to you with a charge, even if the new address is not available.

Remember that MOST UPGRADEABLE mail will be returned to you with a corrected address.

This is why

we do not recommend using ADDRESS CORRECTION REQUESTED on your mail piece. It is expensive,

but if you must know what happened to that particular customer, it is available. We suggest using the AEC and

NCOA services, and having ' or CURRENT RESIDENT' on the mail piece to make sure that someone receives

the piece.

REPORTS REQUIRED JULY 1, 1996: Effective July 1, the following reports **MUST** be present to do any

bulk mailing: These must be delivered to the receiving Post Office at the time of the mail drop. If we CASS

CERTIFY and PAVE CERTIFY your list, and you mail yourself, we will send these printouts to you along

with the labels and bag or tray tags. If we mail for you from West Farmington, we will furnish you a copy of

what was given to our Post Office for that particular drop.

CASS CERTIFICATION REPORT - Auto portion must be 100% - Non-Auto can be any %

PAVE CERTIFICATION or 3602-R-Postage Statement - One for auto and one for non-auto

USPS QUALIFICATION REPORT - Lists the entire mailing by bag/tray/rate/type, etc. One for auto and one

for non-auto

TAG SUMMARY REPORT - Report bags/trays and destination Post Office - One for each

TRAY or **BAG TAGS** - Bag or tray tags with pertinent information. Bar-code required January 1, 1997.

CALL, EMAIL, or WRITE for our latest prices and complete particulars. Here are a few examples.

All hourly rates - \$20.00 hour. Mailing list updates and catalog typesetting, scanning, layouts, etc. - Minimum

\$25.00

INK JET DIRECT IMPRESSION PRINTING: We can ink jet directly onto your mailing piece, as well as personalize the piece if you wish.

Cost for ink jetting the address is less than labels and applications.

\$35.00 per thousand on less than 10,000. Minimum of \$50.00.

\$25.00 per thousand on 10,000 or more.

Includes up to 4 additional, personalized, advertising lines above the label at no additional cost, if space permits.

Postage: If we mail for you using our Permit, postage is charged at exact Postal Service rate. We also sort to

the lowest possible rate, that is, Carrier Route, 3/5 Digit, and then basic. This saves a lot of money!

We will

furnish you a copy of the 3602 USPS Form for drop verification. This will tell you exactly what was mailed, how, etc., and at what rate. **POSTAGE MUST ALWAYS BE PAID IN ADVANCE.**

PREPARING YOUR MAIL PIECE: Remember when preparing a letter size mail piece to have the open fold at the TOP - the spine at the BOTTOM. The tabs **MUST** be put on the top edge.

CATALOGS: We can do catalogs up to 3/8" thick on the ink jet direct impression printer. Let us help you with your catalog cover to avoid delays. You must have a free area for ink jet - can not over print. Ink jet does allow you 4 personalization lines or sales pitch - call us. We place pressure sensitive labels on catalogs up 1/2 inch thick. Maximum weight of 16 ounces.

EXTRAS:

CD-ROM names and addresses. We can furnish 100% certified names and address for any part in the USA for saturation mailings, or specific business class, etc. Call us.

RENTING MAILING LISTS: Some of our clients will rent their mailing list to you. If you are interested, let us know and we will put you in touch with that client. The authority to allow their list or portion of their list to be rented, is between you and the list owner. We **ALWAYS** adhere strictly to the list owners wishes. Costs for one time list rental is usually \$25.00 to \$100.00 per 1000; depending on the list owner; plus CASS, PAVE, and labels or ink jet addressing. We have the largest Amish/Mennonite mailing list available anywhere in the country. Call us.

LET US SAVE YOU MONEY BY HANDLING YOUR DATABASE USING THE LATEST CASS and PAVE CERTIFIED SOFTWARE!

We can handle your complete job from printing your mail piece to Ink Jet your mailing piece and drop your mail; or we can furnish you or your printer labels in Cheshire, self stick, etc. **Do Yourself A Favor!! Call TODAY!**

[Click here for more information or questions](#)

Business Hours

8:30 AM - 4:00 PM EDT - Mon-Fri

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