



Guidelines for Inserts

General Guidelines:

- Complete a statement processing transmittal form that includes a list of all inserts, how many of each and expected delivery date. Please ship your inserts by the 20th of the month so late deliveries don't hold up your statement processing.
- A closed edge or "C" fold is required (**No "Z" folds**)
- Must be cut or folded uniformly, so that they are exactly the same size
- Avoid high gloss finished inserts (especially small ones); they tend to "stick" together
- Inserts should be packaged facing the same direction and banded if possible, with chipboard dividers.
- Inserts should **NOT** be "nested" inside each other (caused by poor folding or packaging)
- Heavier inserts or more inserts may cause higher postage rates.
- Maximum number of inserts that can be processed is four.

Size Requirement:

- Minimum insert size: 5 1/2" x 3"
- Maximum insert size: 8 1/2" x 3 7/8"
- Inserts will be put into a #10 envelope (9 1/2" x 4 1/8")

Shipping Guidelines:

- Please include a packing list showing the contents and quantities shipped
- Mark outside boxes with total number of boxes sent (i.e.: 1 of 3, 2 of 3, 3 of 3)
- Pack inserts tightly and securely into sturdy boxes in order to prevent any damage to your inserts during transport. We recommend banding the inserts in bundles and always using chipboard dividers between stacks or layers within each box.
- Weight of boxes should not exceed 40 lbs.

- **Ship to:**

Mele Printing
Attn: (your company name)
619 North Tyler Street
Covington, LA 70433