



**CLIENT:** \_\_\_\_\_  
**JOB #:** \_\_\_\_\_  
**JOB DESC:** \_\_\_\_\_

**Package Services Presort Questionnaire**  
 (Formerly Standard B)

Please complete this form accurately, as we will be setting up the, presort based upon your responses. Be sure to answer all of the questions. Should you have any questions, feel free to contact \_\_\_\_\_ at Anchor (631) 293-6100 X\_\_\_\_. If the results of the Presort are incorrect due to inaccurate instructions, we may have to re-run the Presort, which may add considerable time and expense to the project.

**1. MAIL TYPE**

**A.** Is this a *Package Services Presort*? **YES** **NO**

**B.** Please *circle one*:

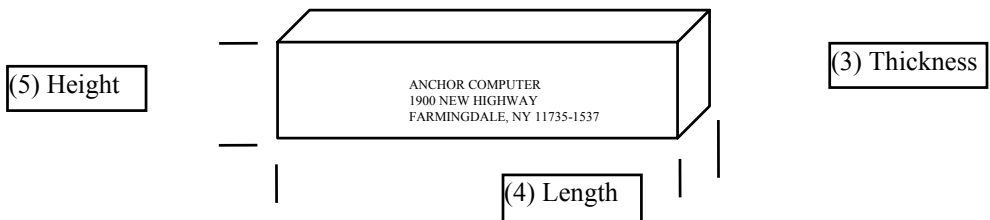
(F) **FLAT**      (L) **LETTER**      (M) **MACHINABLE PARCELS**      (I) **IRREGULAR PARCELS**

**C.** Package Services Presort Type: (Please *circle one*)

(N) **NORMAL**      (B) **BOUND PRINTED MATTER**      (S) **SPECIAL**

**2. PIECE ATTRIBUTES**

**A.** The following physical mail piece characteristics must be filled out in their entirety. The presort cannot be started without this information. The physical dimensions are critical in determining the qualifications.



<b>(1) PIECE ID</b>	_____	_____	_____	_____
<b>(2) Weight</b>	_____ oz./lb.	_____ oz./lb.	_____ oz./lb.	_____ oz./lb.
<b>(3) Thickness</b>	_____ in.	_____ in.	_____ in.	_____ in.
<b>(4) Length</b>	_____ in.	_____ in.	_____ in.	_____ in.
<b>(5) Height</b>	_____ in.	_____ in.	_____ in.	_____ in.



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B. Is the mail piece a Standard Size? YES NO

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3. QUALIFICATION

A. Do you want Carrier Route Sortation? YES NO

4. DESTINATION DELIVERY MAILINGS

A. Are you doing a Destination Delivery Mailing? YES NO

If YES proceed to question 4.B.
If NO proceed to question 4.C.

B. Are you doing a delivery to BMC's/ASF's? YES NO

If YES, we will sort the mail into BMC sequence as specified in Attachment A. If you wish to change delivery sequence, please indicate so in the appropriate column on Attachment A.

[ ] Attachment A sequence OK [ ] Resequence- see Attachment A

If NO, (Delivery points are other than BMC's/ASF's), please provide the following for each entry point:

- 1) Sequence number of entry point
2) Entry Point complete zip code
3) Entry point name
4) All zip codes serviced through the specified entry point.

C. Do you want the mailing to be sorted into BMC Sequence? YES NO (Non Destination Delivery)

If YES, we will sort the mail into BMC sequence as specified in Attachment A. If you wish to change delivery sequence, please indicate so in the appropriate column on Attachment A.

[ ] Attachment A sequence OK [ ] Resequence- see Attachment A

5. PALLETIZATION

A. Are you Palletizing the mail? YES NO

If you answered NO to question 5.A, proceed to section 6.
If you answered YES to question 5.A, answer questions 5.B-5.C
And THEN proceed to section 6.



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**B.** Since the mail is being palletized, check the *Highest Level of Pallets* to be prepared for mailing:

\_\_\_\_\_ **BMC** (Will provide 3-Digit / SCF / BMC Pallets)

\_\_\_\_\_ **SCF** (Will provide 3-Digit / SCF pallets only)

\_\_\_\_\_ **3-Digit** (Will provide 3-Digit pallets only)

**C.** Within *Palletization* - the palletized portion will use the following mail container:  
Please Circle One)

**SACKS**

**BUNDLES**

**6. BAG/TRAY TAGS**

**A.** Please enter the last line of the tag (max. 30 positions). This is the *ORIGIN* of mailing, example: "MAILCO, BROOKLYN NY 11219". **You MUST include the full 5 digit zip code.**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

All mail not specifically assigned in section 4 will originate from the above "origin".

**B.** What sequence do you want the tags to be in? **NORTH/SOUTH**      **WEST/EAST**  
(Please Circle One)

**7. STREAMS**

**A.** We will provide the mail in one continuous stream. Should you require the output in separate qualification levels, please circle one option:

**(1) ONE CONTINUOUS STREAM**

**(2) PALLETIZED / NON-PALLETIZED**

**(3) OTHER:** \_\_\_\_\_

**PLEASE GO ON TO THE NEXT PAGE**



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8. MAIL.DAT TAPE

A. Do you want a MAIL.DAT Tape? YES NO

9. SPECIAL INSTRUCTIONS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. MISCELLANEOUS INFORMATION

LETTERSHOP \_\_\_\_\_ CONTACT \_\_\_\_\_

CLIENT \_\_\_\_\_ JOB DESCRIPTION \_\_\_\_\_

FORM COMPLETED BY \_\_\_\_\_ ON \_\_\_\_/\_\_\_\_/\_\_\_\_

(Authorized Signature)



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**ATTACHMENT A - - BMC TABLE**

<b>CLIENT:</b> _____
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<b>JOB DESC:</b> _____

01	01152	BMC SPRINGFIELD, MA	010-067, 120-123, 128-129	
02	07097	BMC NEW JERSEY, NJ	005, 068-069, 070-079, 085-098, 100-119, 124-127, 340	
03	19116	BMC PHILADELPHIA, PA	080-084, 137-139, 169-199	
04	14240	ASF BUFFALO, NY	130-136, 140-149	
05	15095	BMC PITTSBURGH, PA	150-168, 260-266, 439-447	
06	20790	BMC WASHINGTON, DC	200-212, 214-239, 244, 254, 267-268	
07	27495	BMC GREENSBORO, NC	240-243, 245-249, 270-297, 376	
08	45235	BMC CINCINNATI, OH	250-253, 255-259, 400-418, 421-422, 425-427, 430-433, 437-438, 448-462, 469-474	
09	30369	BMC ATLANTA, GA	298, 300-312, 317-319, 350-352, 354-368, 373-374, 377-379, 399	
10	32099	BMC JACKSONVILLE, FL	299, 313-316, 320-339, 341-342, 344, 346-347, 349	
11	38136	BMC MEMPHIS, TN	369-372, 375, 380-397, 700-701, 703-705, 707-708, 713-714, 716-717, 719-729	
12	63042	BMC ST LOUIS, MO	420, 423-424, 475-479, 614-620, 622-631, 633-639	
13	48101	BMC DETROIT, MI	434-436, 465-468, 480-497	
14	60130	BMC CHICAGO, IL	463-464, 530-532, 534-535, 537-539, 600-611, 613	
15	55121	BMC MPLS/ST PAUL, MN	498-499, 540-551, 553-564, 566	
16	50395	BMC DES MOINES, IA	500-516, 520-528, 612, 680-681, 683-689	
17	58102	ASF FARGO, ND	565, 567, 580-588	
18	57101	ASF SIOUX FALLS, SD	570-577	
19	59101	ASF BILLINGS, MT	590-599, 821	
20	66106	BMC KANSAS CITY, KS	640-641, 644-658, 660-662, 664-679, 739	
21	80217	BMC DENVER, CO	690-693, 800-816, 820, 822-831	
22	75398	BMC DALLAS, TX	706, 710-712, 718, 733, 747, 750-799, 885	
23	73119	ASF OKLAHOMA CITY, OK	730-731, 734-738, 740-741, 743-746, 748-749	
24	84199	ASF SALT LAKE CITY, UT	832-834, 836-837, 840-847, 898, 979	
25	85026	ASF PHOENIX, AZ	850, 852-853, 855-857, 859-860, 863-864	
26	87101	ASF ALBUQUERQUE, NM	865, 870-875, 877-884	
27	90201	BMC LOS ANGELES, CA	889-891, 893, 900-908, 910-928, 930-935	
28	94804	BMC SAN FRANCISCO, CA	894-895, 897, 936-966	
29	98003	BMC SEATTLE, WA	835, 838, 970-978, 980-986, 988-994	
99				

UPDATED 12/27/00