



UniPrint provides quality, cost-effective professional printing and document management for Ohio State, by Ohio State.

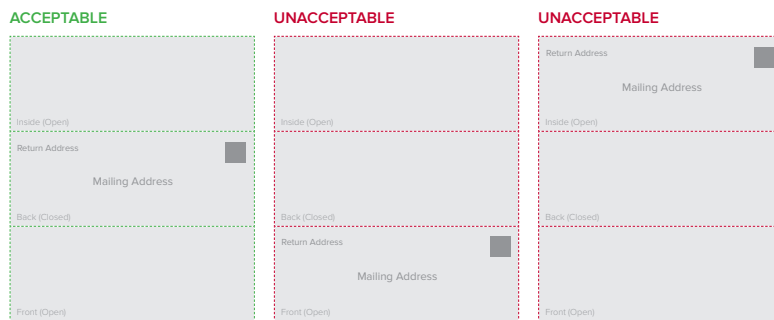
UNIPRINT

USPS FOLDED-MAILER REQUIREMENTS

ALL FOLDED SELF-MAILERS MUST BE ADDRESSED ON THE “CLOSED” PANEL

Effective January 5, 2013, the United States Postal Service requires all folded self-mailers to be addressed on the “closed” panel. This requirement is illustrated to the left. Mailers that fail to meet this specification are subject to an additional \$0.20 surcharge per item.

Prior to printing, UniPrint will make every effort to identify folded self-mailers that do not meet this requirement, but is ultimately not responsible for delays or additional costs that are incurred for non-conforming items sent to the United States Postal Service.



QUESTIONS?

For additional information and examples please visit the United States Postal Service’s Customer Service website, ribbs.usps.gov. You can also contact a UniPrint Customer Service Representative.

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