

LASER/COLOR JET PRINT PROCEDURE CHECK LIST

_____ **JOB #** _____ **I HAVE READ AND UNDERSTAND THE JOB TICKET**

_____ **DATE** _____ **CELL** _____ **FILE NAME**

_____ **FILE QTY** _____ **CANADA** _____ **FOREIGN** _____ **NON USPS**

_____ PROPER ZIPCODE FOR STATE, HYPHEN BETWEEN ZIP & ZIP4.

_____ ENDORSEMENT LINE AND POSTAL SORT. _____ MAIL STATEMENT & TAGS.

_____ FILE IN REVERSE ORDER

_____ MAXIMUM LINES _____ & MAXIMUM CHARACTERS _____ PER LINE.

_____ CORRECT ADDRESS BLOCK CONTENT (**Note:** address1 & address2 in correct order).

_____ IF PIECE INSERTS CHECK WINDOW POSITION USING ALL OTHER COMPONENTS.

_____ INDICIA CORRECT

_____ BAR CODE: ____ POSITION ____ SCAN MATCHES ADDRESS ____ CLEARANCE ____ QUALITY

_____ SALUTATION NAME FIELD CHECKED FOR BLANKS

_____ DATE ON LETTER MATCHES THE MAIL DATE.

_____ PROOFED BEFORE BRINGING TO SUPERVISOR FOR APPROVAL.

_____ MATERIALS, SEED & SAMPLE FORMS FILLED OUT.

_____ SPOOLS TO EACH LASER HAVE BEEN MARKED DOWN & CHECKED OFF.

_____ BEGINNING LASER _____ NAME:
COUNT(S) _____

_____ PROOFED ON ALL LASER PRINTERS USED FOR PRODUCTION.

_____ MATCH FIRST NAME OFF LASER AGAINST FIRST NAME IN DATABASE FILE.

_____ **SUPERVISOR APPROVAL**

_____ SAMPLES CHECKED _____ QTY _____ FILE

_____ SEEDS CHECKED _____ QTY _____ FILE

_____ CHECKED LAST NAME OFF EACH PRINTER.

_____ ENDING LASER COUNT(S). _____ NAME: _____

_____ WASTE COUNT _____

_____ EXTRA MATERIAL MARKED AND PUT WITH LIVE JOB

Stats File Name: _____

Sign-Off File: _____