

# AUTHORIZATION REQUIRED TO DROP MAIL

\* \* \* THIS FORM MUST STAPLE TO FRONT OF JOB TICKET IN PLASTIC JACKET \* \* \*

**AUTHORIZED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**AUTHORIZATION  
TAKEN BY:** \_\_\_\_\_

**CUSTOMER:** \_\_\_\_\_ / **PROJECT NAME** \_\_\_\_\_ / **JOB #** \_\_\_\_\_

**\*\*NOTE: THIS FORM MUST BE FILED INTO THE ORIGINAL JOB TICKET!!**

## Procedures for use of: Authorization Required to Drop Mail

1. When a hold is put on a mail date for a job, the person taking the request must have it in writing from the requester.
2. Once received in writing that a job is to be held for authorization to drop, the person taking the request must fill out "Authorization Required To Drop Mail" form #MAIL010 with customer name/project/job#.
3. The person taking the request must now staple the form #MAIL010 to the front of the job ticket.
4. \*If the ATD form #MAIL010 is attached to the ticket when the job is turned into schedule, then no other correspondence to the lettershop scheduler is required, however, if an ATD is required after the job has been scheduled and is in process, then steps 1 & 2 above must be completed by the person initiating the ATD and an e-mail must be sent to the lettershop scheduler informing of the status change of the job to ATD required.
5. The lettershop shop scheduler will flag the schedule in Pre\_D / Sign offs report that the job is ATD required. If the mail date indicated for the drop passes and no ATD is approved, then the job/drop will be moved to end of the year and the flag of ATD in Pre\_D/ Sign offs report will be changed to 01/01/XXXX (X being the current year) so the flag is moved to the top of the report.
6. All finished skids, trays, and pieces of mail must be tagged with the **RED ATD** load tag which indicates **Need date to mail**.
7. When authorization to drop is received, it must be in writing and the following lines must be filled out on the form MAIL010:
  1. Authorized By (the person that said it is ok to drop).
  2. Date
  3. Authorization taken By (the person completing the form MAIL010 **or** an e-mail can be attached to the form from the authorization taker and the form completed for the authorization taker if they are not available to complete the form themselves).