

LETTERSHOP QUALITY CONTROL PROCEDURE

JOB# _____

DATE _____

MAIL DATE _____

_____ MAKE A COPY OF THE JOB TICKET

LASER/INKJET/LETTERSHOP

_____ IDENTIFY THE SEED LIST

_____ QC PROCEDURE:

Jobs 1,000 or less, the original sign off is enough

Over 1,000 need QC pulls in the beginning, middle and end of the job

Larger runs that take more than 2 hours need to be pulled every hour

****ALL IWCO JOBS NEED TO BE EVERY 1/2 HOUR NO MATTER WHAT SIZE****

1. PRINT QUALITY
2. FOLD QUALITY
3. SEAL QUALITY
4. CORRECT POSTAGE
5. CORRECT COMPONENT AND NUMBER OF INSERTS
6. CORRECT CELL
7. NAMES MATCH ON EACH COMPONENT (IF NAME MATCH MAILING)

CELL _____	SEQ. #/NAME _____	OPERATOR _____	TIME _____
CELL _____	SEQ. #/NAME _____	OPERATOR _____	TIME _____
CELL _____	SEQ. #/NAME _____	OPERATOR _____	TIME _____
CELL _____	SEQ. #/NAME _____	OPERATOR _____	TIME _____
CELL _____	SEQ. #/NAME _____	OPERATOR _____	TIME _____
CELL _____	SEQ. #/NAME _____	OPERATOR _____	TIME _____
CELL _____	SEQ. #/NAME _____	OPERATOR _____	TIME _____
CELL _____	SEQ. #/NAME _____	OPERATOR _____	TIME _____

_____ SAMPLES PULLED AND DISTRIBUTED AS INDICATED

_____ SUPERVISOR APPROVAL

_____ RECYCLE DATE (3 MONTHS AFTER FINAL MAIL DATE)