



REQUEST FOR FIM / BARCODE CAMERA READY ARTWORK

Requesting Post Office Information OR Customer requesting artwork

CONTACT NAME _____
 POST OFFICE _____
 ADDRESS _____
 CITY / ST / ZIP _____
 PHONE # () _____
 FAX # () _____

Please fill in ALL CUSTOMER INFORMATION and return to:

JOE LOCKERY
 USPS
 50 BREWERY ST
 NEW HAVEN CT 06511-9632
 Phone: 203-782-7054
 Fax: 203-782-7053
joe.w.lockery@usps.gov

CUSTOMER INFORMATION AS IT IS TO APPEAR ON THE MAILPIECE:

ATTENTION LINE (OPTIONAL) _____ ROUTE ID _____
 COMPANY NAME _____
 DELIVERY ADDRESS _____ STE / APT# _____
 CITY _____ STATE _____ ZIP _____

MAIL PIECE INFORMATION. PLEASE CHECK ALL THAT APPLY.

Meter Reply Int'l BRM Domestic BRM QBRM Y/N

(SINGLE) POSTCARD (Min 3.5" X 5"; Max 4.25" X 6")
 Exact Size _____ +4 Code Assigned: _____

1 OZ. LETTERS or FOLDED POSTCARDS (Min 3.5" X 5"; Max 6.125" X 11.5") **OR** POSTCARDS > 4.25" X 6.0"
 Exact Size _____ +4 Code Assigned: _____

2 OZ ENVELOPE
 Exact Size _____ +4 Code Assigned: _____

Other Category (FLAT, LABEL, MERCHANDISE RETURN LABEL)
 Exact Size _____ +4 Code Assigned: _____

REPLY MAIL INFORMATION

Is this art work for courtesy reply mail? _____ Is this art work for business reply mail? _____ (If so complete the following.)
 Business Reply Permit Number _____ Post Office issuing the permit number. City _____ State _____

Send artwork to:

Contact: _____ AMS - INITIALS/DATE _____
 Company Name: _____
 Address: _____
 City ST Zip+4 _____ Phone: _____
 Email Address: _____ Fax: _____

How would you like the artwork sent? _____ .pdf (email) _____ .eps (email)

Please return completed form to your local post office

USPS - Please send copy of artwork to Post Office of Permit Holder

PLEASE NOTE: CAMERA READY ARTWORK MAY TAKE 3-5 BUSINESS DAYS DUE TO HEAVY VOLUME!!!