



QUICKMAIL CLIENT MAIL CHECKLIST

- Speak with a Quickmail representative to decide on the best options for your mailing. We can advise on the most suitable postage type, envelopes or other packaging options and even help with your printing requirements.
- If you have a large volume mailing ensure that Quickmail has been given advance warning (approx quantity, job description and mailing date) so that it can be built into the production schedule.
- If you are using a database ensure that all fields are correct. Try to have each field in its own box in the spreadsheet. Send through to Quickmail asap for checking and advise whether you would like a deduplication.
- Organise envelopes stocks in advance. Envelopes must have a return address and Postage Paid Australia. Check with Quickmail whether lick & stick or self seal are more suitable for your particular job (this is important for processing on machines).
- Provide sufficient 'overs' of all printed materials. A reasonable quantity to over order would be 2%.
- Allow a realistic turn around time. Quickmail will always try and get jobs out as quickly as possible but need to be given sufficient time to complete the job at the highest standard.
- Provide Quickmail with a sample of the job including the exact order that inserts should be placed in. Clearly specify any special instructions prior
- Clearly specify the required mailing dates to ensure that your mail arrives on time
- Provide Quickmail with your Postal Account details and a letter of Authority for Quickmail to lodge on your behalf, or alternatively use the Quickmail lodgement account.
- Advise what you would like done with any overs (picked up by you, return by courier or destroy)
- Give Quickmail some feedback on your mailing and the service you received.

To speak with a Quickmail representative please use the following options;

Phone 08 9493 0477

Fax 08 9493 0877

Email imack@quickmail.com.au

Our delivery address is 1714 Albany Highway Kenwick WA 6107