



CLIENT FULFILLMENT QUOTING CHECKLIST: PACKAGES

To help plan the creation of the mailing package, use this checklist as your guide. We understand you may not have all the answers for each question at this time, but this will prepare you for all of the pieces that need to be addressed before a mailing project is finalized. Your Account Manager will provide recommendations, guidance and help answer questions to make the most of your mailing project!

1. Purpose of your mailing?

Who are you sending this to:

Are you sending to homes or business addresses:

What is the impact/outcome that you wish for:

What approximate quantity do you plan to send out:

What is your approximate budget for this project (please indicate if your budget includes packaging and postage):

2. Ideally when would you like the packages to be received by your audience?

After the package has gotten to USPS/UPS/etc. we no longer have control of timelines. During the planning process we will let you know the typical time range to expect but they can vary.

3. Will all packages be mailed all at once or have multiple drops?

If multiple drops, how many do you anticipate?

If doing multiple drops, please note:

- *We'll need separate mailing lists for each drop*
- *There will be a charge for each additional drop*
- *We'll need an approximate timeline for each drop*

4. What do you have in mind for promotional items that you would you like to include?

If undecided on items, please provide any ideas and specs that you're interested in and your Account Manager will brainstorm solutions with you.

5. Beyond Promotional Products

We often include additional printed collateral in our packages, like a welcoming insert card, letter, brochure, 2 sided-sticker sheet and more. Do you want to include printed collateral and what type would you like to specifically include?

If so, provide specs for the printed collateral so we have an understanding of what you would like us to produce.

Examples of Specs include:

- Size (standard card size is - 4"x 6")
- 1 or 2 sided
- Color (full color, black/white, 1 color, etc.)
- Would like to include variable data

6. Packaging

Do you have a preference on packaging type?
(box, envelope, bubble mailer, poly bag, etc.)

If you are unsure, we are able to help select the option that fits your needs.

Are you looking for branded or unbranded packaging?

Unbranded packaging can have a sticker placed on it for an additional charge.

For boxes, typically we include crinkle paper so the products do not shift. If going with a box, what color of crinkle paper would you like to use?

To see the color options, go to [uline.com/BL_1908/Crinkle-Paper](https://www.uline.com/BL_1908/Crinkle-Paper)

7. Mailing Method

There are many ways to mail products out. Our most common method is USPS when sending to homes due to the lower cost. If you know your mailing method preference (nonprofit, first class, parcels select, UPS etc.), let us know.

If unsure, we are happy to recommend options based on what is included in the mailing and your timeline.