

## **Guidelines for using Direct Connection's postal indicia on your mail piece**

1. You are welcome to print our postal indicia on your mail piece for no additional charge if Direct Connection is processing your mailing.
2. Mail pieces with our indicia cannot be delivered to the Post Office by anyone besides a Direct Connection representative. Mail pieces with our indicia also cannot be dropped in mailboxes.
3. Mail pieces must include a return address.
4. You may use your own font style and size of font when printing our indicia on your mail piece. However, the wording of the indicia must be exactly as it appears below. The placement of the indicia is generally in the upper right corner of the mail piece (in relation to where the delivery name and address will be).
5. If you have any questions regarding using our postal indicia on your mail piece, please call us.

For regular standard class bulk mail (formerly known as third class mail), the wording of the indicia should be as follows. Minimum quantity of mailers is 200 pieces. All pieces must be identical in size and weight.

**Presorted Std  
U.S. Postage  
Paid  
Direct Connection Mailing**

For presorted first class mail, the wording of the indicia should be as follows. Minimum quantity of mailers is 500 pieces. All pieces must be identical in size and weight.

**Presorted First Class  
U.S. Postage Paid  
Direct Connection Mailing**