



where ideas
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POSTAGE REQUIREMENTS

Postage is not included in the quote for printing. Actual postage will calculate once Craftmaster receives the final mail list, approval of the mail piece specifications, permit information and the class of mail (First Class Mail, Standard Mail or Non-Profit).

A Postal Rate Guide is located under Resources on Craftmaster website. This Guide contains the postal ranges for each class of bulk mail to give an idea of the possible postage amounts.

Once Craftmaster has received the list and verified the permit information, you will receive a postage statement via email from one of your customer service representatives. Since the postage is a pass through, it is industry standard that it must be prepaid before the mail is dropped at the post office. Craftmaster accepts postage payment in the following forms:

- 1. Check** – If using one of Craftmaster’s permit numbers the check must be made out to the United States Craftmaster Printers and delivered to Craftmaster before mail is delivered to the USPS. If using your own permit number, the check must be made out to the USPS and delivered to the Craftmaster before the mail is delivered to the USPS.
- 2. Credit Card** – Paid by phone or email. Please contact your customer service representatives or Kaye Lomax with the credit card payment. Payment must be made four days prior to mail date in order for the funds to clear the bank. A 4% surcharge fee added to all Credit Card Transactions.
- 3. Postage Deposit** – Postage deposits for bulk mail can be made at any BB&T Bank location. Contact your account representative for bank account and routing information.

It is preferred that you make a wire transfer deposit to be sure funds are received quickly with no issues.

As soon as your transaction is completed you must alert your Craftmaster account representative to avoid any delays. Mail pieces are not dropped at the post office until this confirmation is received and verified.

If your account representative is unavailable, please contact:
Kaye Lomax, Accounting Manager, 334-321-2230
Find your nearest BB&T location at www.bbt.com



CRAFTMASTER
PRINTERS, INC.