



Instructions Should You Get Approved for Pro Bono Work

If you are approved for pro bono work, there are several things you must know. Even though PostcardMania donates these services, we still pay for the paper, supplies and employees' time to run this pro bono line.

Below are some instructions that will need to be followed in order for things to run smoothly. Otherwise, there could be unnecessary delays for you.

Design - Our designers are trained in the latest design technology as well as marketing principles. We will donate the full design or partial design up to 3 complete re-dos for your postcard/marketing piece. If your change requests exceed that limit, you will be charged a full design fee of \$199.

Mailing Lists - PostcardMania will not provide a mailing list for you, you will need to provide your own list. It is important that your mailing lists arrive in the proper format for efficient processing. It will need to be sent in one of the following formats:

Excel - Make sure each field is in its own column. Example - Company, contact, street, suite, city, etc.

Comma Delimited

Tab Delimited

Mailing Permits - If you will be mailing your postcards to a mailing list using our mailing service facility, we will need your non-profit status information in order to get the correct postage permit to mail your cards with.

Follow these instructions closely. Not doing so could cause you unnecessary delays.

Call your local post office, the bulk mail unit:

Tell them you need to get the original authorization number for your organization's postage permit.

Get the original name the postage permit was filed under. For instance, you may be called "ABC" non-profit, but your non-profit status is actually filed with the government under the name "X" non-profit.

Note: The original name must be placed somewhere on the design of your mail piece in order to use your mail permit.

If you will not be mailing your postcards through us, then the above information is not applicable. We would simply print and ship your postcards to you.

Each type of postage rate must have its own permit from the USPS for bulk mail. You may also want to apply for a non-profit mail permit if you do not already have one.

Please note: If you do not already have a non-profit permit there is a process to go through with the Post Office to get one. This is required before you can mail at non-profit rates. Call your local post office, bulk mail unit to get help with that process. This process can take months, but you can go ahead and get started on the process for your non-profit. Call your local post office, the bulk mail unit:

Tell them you want to apply for a non-profit mail permit and follow their directions.

You most likely will not get your non-profit permit in time for your upcoming mailing, but the process will have been started for any future mailings which can save you postage costs in the future.

You cannot use someone else's non-profit permit — that is illegal.

** PostcardMania does not pay for postage or shipping costs. These are your sole responsibility should you be approved for pro bono postcards and/or other donations. **

For your calculations, postage costs are:

- First Class Presort (4¼ x6) 27.5¢ – 28.4¢
- First Class Presort (6 x8½) 40.1¢ - 43.9¢
- Standard Presort (4¼ x6) 23¢ - 30.¢
- Standard Presort (6 x8½) 29¢ - 30.4¢
- Non-Profit Standard 16.3¢ - 18.5¢ (applies to organizations with non-profit mailing permit)

First Class mail takes 1-5 days for delivery.

Standard mail takes 7-10 days or longer for delivery (undeliverable cards are not returned).

Non Profit is mailed Standard.

Shipping – We use FedEx Ground to ship all cards. Shipping fees will be calculated and collected from you at the time your item(s) are ready to be shipped out.

