

Name	
Phone	
Email	

INSTRUCTIONS

- a) Please identify the agency or job type
- b) Specify the name of the test file
- c) What is being tested on this job? This will help us identify any changes, if necessary, are required on our end to ensure your job is printed properly
- d) How is this job being transferred to us? (ie...print queue, FTP, email, etc...)
- e) Should the job print one or two-sided?
- f) Please specify if only part of the job is to be printed.
- g) How many copies do you require? (Note: jobs printed on all printers will still result in one customer copy unless otherwise specified here)
- h) Will we be creating test mail pieces from this job?
- i) Specify the paper type (default is 8.5 by 11 plain white 20#)
- j) If inserted, will this job require us to insert anything else into the mail piece that is not already contained in the print job?
- k) If inserted, what envelope does this job mail in?
- l) What should we do when the test job is complete? (ie. notify customer for local agency review or ship samples out for review.)
- m) Will this job require programming changes by Post Masters for this job to print correctly? If changes are required a Production Change Request may be required – contact your Post Masters CSR for details.
- n) Any special instructions for this test

Job Information

a) JOB TYPE	
b) FILE NAME	
c) REASON FOR TEST	
d) METHOD OF DATA TRANSFER	
e) DUPLEX	SIMPLEX DUPLEX
f) SELECTIVE PRINT	PRINT ENTIRE FILE PRINT ONLY PAGES _____
g) NUMBER OF COPIES	
h) INSERT TEST	REQUIRES ENVELOPE INSERT TEST DO NOT INSERT SEAL ENVELOPES
i) PAPER TYPE	
j) MAILING INSERTS	
k) MAILING ENVELOPE	
l) DISPOSITION	
m) REQUIRE POST MASTERS CHANGES?	YES NO
n) SPECIAL INSTRUCTIONS	