

## **CUSTOMER GUIDE: HOW TO GET STARTED WITH CO-MAIL**

Below is a simple check list sheet or list of questions to be answered for a customer who wants to get started with co-mail.

- 1) Opening a postal permit in Bolingbrook IL.
  - a. Bolingbrook IL USPS Contact Information. Also attached is a USPS Bolingbrook document showing more details on opening postal accounts. You can send this to our customers.

Postmaster  
105 Canterbury LN  
Bolingbrook IL 60440-9998  
Contact: Bob Fahrney or Carrie Jack  
Phone: (630) 759-3811  
(630) 759-3570  
(630) 759-3560

- b. **Periodical Mail:** Customer must open a Periodical Additional Entry Point in Bolingbrook IL. See Form PS 3510.
        - i. Customer must also link Periodical postage account to CAPS Debit.
        - ii. See <http://caps.usps.gov/capshome.asp> for more information.
      - c. **Standard Mail:** Customer must open a permit in Bolingbrook IL. See Form PS 3615.
        - iii. Customer must also link Periodical postage account to CAPS Debit.
        - iv. See <http://caps.usps.gov/capshome.asp> for more information.
- 2) Data must be in our supplied Co-mail format.
  - a. The Master Structures list outlines the fields that must be present.
  - b. File must be a Dbase format.
  - c. You may send customer sample.zip and sample specs and grid for them to review. It is a sample mailing set up in our format.
  - d. Currently, customers must also fill out spec sheet and inkjet grid.
  - e. Inkjet grid shows final inkjet placement.