

# TechLines

## Technical Information Sheet

M3

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## Supplying data files for mailing

Files to be pre-sorted per USPS regulations, all addresses must be USPS legal.

**MUST arrive three days prior to scheduled production date.**

Reporting to include

- USPS standard documentation
- Sack or tray tags, or pallet placards
- CASS certificate
- Postage statement

Files to be supplied on IBM compatible ASCII: 3-1/2" diskettes, CD-ROM, Iomega ZIP disk, e-mail attachment or approved FTP transfer. *Please confirm compatibility of compression routine before supplying compressed files.*

Files to be supplied as fixed length records. Our standard layout [296 long] is:

- |         |  |
|---------|--|
| 1-12    | Bar-code (delivery point plus check digit). Left justify in field  |
| 13      | Empty  |
| 14-24   | Sack and pack numbers  |
| 25      | Empty  |
| 26-28   | Pack sort mark; empty except in the last piece of a pack           |
| 29      | Empty  |
| 30-32   | Container sort mark; empty except in the last piece of a container |
| 33-35   | Empty – <i>Used for selective binding or graphics</i>              |
| 36-37   | CR-LF or empty   |
| 38-72   | Optional Endorsement Line (OEL)                                    |
| 73-74   | CR-LF or empty   |
| 75-109  | Print line 1   |
| 110-111 | CR-LF or empty   |
| 112-146 | Print line 2   |
| 147-148 | CR-LF or empty   |
| 149-183 | Print line 3   |
| 184-185 | CR-LF or empty   |
| 186-220 | Print line 4   |
| 221-222 | CR-LF or empty   |
| 223-257 | Print line 5   |
| 258-259 | CR-LF or empty   |
| 260-294 | Print line 6   |
| 295-296 | CR-LF or empty   |



Field lengths and number of lines per record can be adjusted, but fields 1 through 9 must be present. A record layout (as above) must accompany any records not following the above layout. A print layout, or mock-up must accompany all jobs, showing how the supplied data lines are to be arranged in the image. The character in position 28 is used to activate automatic bundling equipment. This position must be empty except for the last record of each bundle or package. This includes the last piece in a container, sack or tray as well.

Each line of data will normally be assigned to one print line. Any blank data line will print as a blank line, so be sure the data is a label image, where empty lines cause data to float up. Do not bottom justify lines, as this will cause the barcode and break information to be unusable.

Up to three data lines can be placed on one print line. If this is required, the position of each data line will be fixed on the print line, and data lines may not overlap.

Variable messaging to be included by appending additional data lines to each record. Messaging to be included in print layout. Be sure that the messaging is not allowed to float into the lines used for the address. Messages must always start on the same line. If additional lines are required, the fields defined as CR-LF or empty must be empty. Inside print applications allow re-use of data lines.

Fixed messaging may be included the same way, or entered by our operators. However, constant text associated with variable data must be included in the data file.

Font availability is printer dependent. Please check with us if you require specific fonts. Normal fonts print at 10 CPI and 8 LPI, maximum 8 lines includes barcode.

Sample print layout:

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|-----1.5"----->|
  ||||| Barcode ||||| (1-12)
                        *****OEL** (38-72)
Code# <Keycode> (297-307)   Name (75-111)
Cust # <cust no> (310-322)  Address 1 (112-148)
                               Address 2 (149-185)
                               Address 3 (186-222)

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## PostNet Barcode sample



Above sample is an 11-digit Delivery Point Barcode shown at 100%. For complete USPS specifications for Standard A Barcodes, please refer to Domestic Mail Manual C840 and A950.