



# Job Request Form (JRF)

MDA Mail Services  
 7-1715 St. James St, Winnipeg, MB R3H 1H3  
 P 204-945-2820 F 204-945-5753

NOTE JOB NUMBER ON ALL MATERIALS

Job (Order) Document No:
Job Name:

## A. CLIENT INFORMATION

MDA Client #:	Expected date of material arrival:
Contact name:	Preferred completion date:
Department:	Is this job date sensitive? YES NO
Address:	Number of inserts per envelope:
Phone: Fax:	Approx number of pieces mailed:

## B. CLIENT INSERTS/MATERIAL

#	Document description	Size	Personalized	Folding	Matching	Inserting	Bursting Decollating	Quantity	Date of Arrival
1									
2									
3									
4									
5									
6									
#	Supplied Envelopes' Description	Size	Window	Non-Window	Indicia	Other	Quantity		
1									
2									
#	Supplied Labels' Description and Size	1" x 2 5/8"	1 1/2" x 4"	Other	Quantity				
1									

## C. SECURE EMAIL (SBM)

SBM Delivery	Mixed Delivery	Set up	Branding	Reports
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## D. FILES PROVIDED

USB Stick / CD	Email	IDM	Shared Drive	Other	Date received:
Sample provided?	YES	NO	Mail Merge required?	YES	NO

## E. PLEASE ORDER REQUIRED SUPPLIES AND CHARGE TO JOB

Ordered Envelopes' Description	Size	Window	Non-Window	Indicia	BRM	Other	Quantity
Ordered Labels' Description and Size				1" x 2 5/8"	1 1/2" x 4"	Other	Quantity
Ordered Paper Description and Size							Quantity

## F. DIGITAL PRINTING

Quantity	Paper size	Paper colour	Imaging	Collation	Stapling	Other (please indicate)	
	8 1/2" x 11"	White	Single-sided	Yes	Corner (Portrait)		
	8 1/2" x 14"		Double-sided	No	Corner (Landscape)		
Addressing	Envelope Description	Size	Window	Non-Window	Indicia	Other	Quantity

## G. ADDITIONAL INSTRUCTIONS

## H. SORT TYPE | MATERIAL AND DISC RETURN OPTIONS

Sort type:	Lettermail	Machineable	Addressed Admail	Unaddressed Admail	Publication
Extra Material / Disc:	Return	Recycle	Destroy	Other:	

Submit JRF at least 4-5 working days prior to sending job materials for scheduling.

Please note: Larger jobs and manual jobs require longer lead times. For more information call 204-945-2820.



# Part 2 – Quality Assurance (QA)

## MAIL FINISHING

DYNAMICS GP REFERENCE	
Job (Order) Document No:	Customer ID (6 digits):
Job Name:	

PAPER SIZE PRINTING OPTIONS	
600900 Job includes printing 8½" x 11"	QUANTITY
600901 Job includes printing 8½" x 14"	QUANTITY

Check boxes of requested printing options and finishing services. Enter your initials and number of pieces.

### MAIL OPTIONS & FINISHING

MAIL ADDRESSING	INITIAL	PIECES	SPECIAL SERVICES	INITIAL	PIECES
600100 Addressing Correction / Verification			600600 ADMAIL Delivery Slip Creation		
600101 Addressing Machine			600601 Bundling		
600102 Addressing Indicia / Return Address			600603 Envelope Opening		
600103 Addressing LCP Software Sort			600605 Manual Label		

MAIL BURSTING	INITIAL	PIECES
600200 Bursting Manual		
600201 Bursting Machine		

MAIL FOLDING	INITIAL	PIECES
600300 Folding Manual		
600301 Folding Machine		

MAIL INSERTING	INITIAL	PIECES
600400 Inserting Manual		
600401 Inserting Machine		
600402 Kitting (Hourly charge)		
600403 Below 5000 Pieces Surcharge		
600404 Below 1000 Pieces Surcharge		

MAIL COMBINED SERVICES	INITIAL	PIECES
600500 Bursting and Folding		
600501 PPE Folding and Inserting		

### SECURE BULK EMAIL

	INITIAL	PIECES
600750 Secure Bulk Email		
600751 Mail Preparation		
600752 Branded Profile		
600753 SBM Reports		

### IDM OPTIONS

	INITIAL	PIECES
654277 Label, Interdepartmental, Letter		
654278 Label, Interdepartmental, Oversize		
654279 Label, Interdepartmental, Small Packet		
654280 Label, Interdepartmental, Parcel		

### MAIL LEAD HAND

Dynamics GP Reference information agreed to customer information	Volume data <b>verified as per setup</b>
Permit Mail charges verified correct (if any)	Job verified complete ready for billing
Validated & Signed Off:	Date:

### PERMITS | METERING 06290922

600800 Job requires Permit
601000 Job requires Metering

Ensure Job # is entered in Pitney Bowes machine. Clear Job # when done.

If job requires Canada Post Permit:

MAIL TYPE	QUANTITY
Letter Mail	
Unaddressed ADMAIL	
Addressed ADMAIL	
Publication	
Other Permit number	
Parcels	

### COMMENTS MAIL SERVICES METERING SECTION ACCOUNTING

		Initial	Metering added	Metered added by Mail Staff