

Mail Maine Shared Mail Specification Guide

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To assist you in preparing your shared mail advertisement for timely and effective processing, Mail Maine (MM) has put together the following specifications guide. Here you will find basic information regarding design, print, mail and shipment requirements. These requirements provide MM with the foundation we need to produce the highest quality product and the most effective delivery service for our clients.

Our goal is to serve and satisfy. If you have a request that falls outside of our Production Specs categories, please contact your Sales Rep to discuss ways in which we can help. Thank you for your cooperation.

Material Requirements

- Materials in our Production Specs category meet our standard width, length, and thickness requirements, and require no prior approval.
- There are materials considered Non-Machineable items MM cannot process. Those items are listed below for your convenience.

PRODUCTION SPECS				
	Single Sheet	Multi Page Products	Oblong Flexie Coupon Book Length < Width	Outside Wrap
Width Min	4"	4"	5"	8.5"
Width Max	12"	12"	8"	11.75"
Length Min	5"	5"	5"	11"
Length Max	12.25"	12.25"	8"	12.25"
Thickness Min	.0025"	.004"	.005"	.004"
Thickness Max	.01"	.125"	.125"	.007"
Basis Weight Min	50#	45# text	35#	50#
Offset Lip	N/A	N/A	N/A	.5"

SPECS PLUS	
Spadias	Unsecured to the Host Piece may be subject to a \$10/m charge

Non-Machineable Items
<ul style="list-style-type: none"> • 4-Sided Die Cuts • Paper Bags • Unsealed Envelopes • Padded, Non-Uniform or Uneven Surfaces • Magnets • Product Samples • Bumper Stickers • Tipped on Attachments • Plastic Bags • Perforated Pieces (>50%) • Non-Flexible Products • Z-folds • Staples on open side • Documents that need to be inserted by the open edge or width

NOTES

- ⇒ **Thickness** - Maximum thickness of any product may not exceed 1/4". Advertisements measuring between 1/8" and 1/4" in thickness must be pre-approved and may incur additional charges.
- ⇒ **Length** - Length is measured by the spine (folding edge.) All products are inserted by the spine.
- ⇒ **Width** - Width is measured from the spine to the open edge.
- ⇒ **Folding** - All folded pieces must have a tight fold without distortions.
- ⇒ **Wrap Specs Min** - Are based on an 11x17 folded with up to a 1" lip.

*For further clarification of coupon book specifications, please contact your Sales Rep. **4-page documents require 35# stock or greater.

GENERAL REQUIREMENTS

▲ COUNT VERIFICATIONS

- Material counts are verified by weight.
- MM assumes responsibility for the accuracy of counts only for materials printed through contracts of MM.

▲ OVERRUNS

MM requires a certain percentage of overruns the number of pieces printed in excess of the quantity specified to

VERSION QUANTITY	0-40k	40k-75k	75k+ ¹
STANDARD	4%	3%	2%

¹Quantities of 250,000 or greater can be reviewed for possible reduction in overrun percentages on a client by client basis. If multiple mailings, add coverage for each mailing, not total.

run of material following the verification of

the mailing, unless otherwise instructed by the client.

- MM will make every effort to notify clients and provide solutions whenever a problem or variance with client-supplied material exists. In the event a client cannot be reached, MM reserves the right to proceed with the job in a manner judged to be most advantageous to both parties.

▲ COPY DEADLINES

- Copy must be delivered within the mutually agreed time (day and time). Failure to comply will result in an additional charge or missing the desired mail date. Please see our "Schedule of Deadlines" for more specific information.

▲SPECIAL CHARGES

Unless agreed upon in advance, the following items or situations may result in additional charges:

- Interruption of workflow, waiting times, or re-set up caused by shortages or late delivery of customer supplied material.
- Any customer supplied material that has been separated in transit and needs to be restacked, repackaged, or reprinted. (MM will not be responsible for damaged or non-machinable materials.)
- Change notices requiring rescheduling of production.
- Special weight verification requests.
- Materials remaining in MM's facility over 21 days without a scheduled IHD may be recycled.

PACKAGING REQUIREMENTS

▲PALLETS

All product loads must be placed on pallets. Pallets must be open on all sides, allowing for 4-way entry, and have the following dimensions:

- 48" in maximum length
- 40" in maximum width
- 60" in maximum height
- Not to exceed 2,200 lbs. in maximum weight

▲GAYLORDS

Gaylords must meet the following requirements:

- Corner Guards
- Stretch Wrap and/or Shrink Wrap
- Horizontal Plastic Strapping
- Not to exceed 2,200 lbs. in maximum weight

All deliveries must be made by dock level vehicles.

▲MULTIPLE VERSIONS

Cardboard dividers must separate multiple versions in cartons packaged on a single pallet. Multiple versions not in cartons must be placed on separate pallets.

▲PACKING LIST/SKID FLAGS, CARTON LABELS

Each of these documents should contain the following information.

IMPORTANT! IMPORTANT! ▲BILL OF LADING IMPORTANT! IMPORTANT!

A separate Bill of Lading (BOL) stamped "Prepaid" must accompany each truckload and contain the following information:

- Printer Name
- Number of skids
- Trucking Company
- Total Weight of Shipment

NOTE: Shipments that do not adhere to the specifications / guidelines outlined herein may be subjected to fees of up to \$100 per pallet, per shipment.

	CLIENT NAME	JOB NUMBER	VERSION CODE	SALE DATE	TOTAL QUANTITY OF VERSION	TOTAL QUANTITY & WEIGHT OF VERSION	TOTAL NUMBER OF SKIDS PER VERSION	SKID WEIGHTS	TOTAL QUANTITY PER SKID	TOTAL QUANTITY PER CARTON	TOTAL NUMBER OF CARTONS PER SKID	IN-HOME DATE	PIECE WEIGHT	TARE WEIGHT
PACKAGING LIST/ SKID FLAG	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲

▲PROTECTION

To prevent shifting or crushing of loads, all pallets must be secured by:

- Corner Guards
- Cross Plastic Bands
- Stretch Wrap and/or Shrink Wrap

Folded pieces should be brick stacked (e.g., open edge alternating left to right) in group of 50 to 150 pieces (approximately 4 inches thick) with the same side of the document always facing up to ensure square, flat lifts with interlocking layers.

▲SMALL SHIPMENTS

Small shipments may be boxed in cartons instead of bulk-stacked on skids.

- Different versions must be stacked in separate cartons.
- There must be dividers between rows on the tier.
- Carton and content may not exceed 40 lbs.
- Individual bundles must be banded

▲DAMAGED SHIPMENTS

MM reserves the right to refuse damaged shipments.

SHIPPING & RECEIVING REQUIREMENTS

▲PAYMENT

MM will not accept COD shipments. All payments must be arranged in advance through credit or prepayment.

▲HOURS/SCHEDULING

Normal receiving hours are 8:00a.m. to 4:00p.m, Monday through Friday.

DELIVERY ADDRESSES

NEW HAMPSHIRE

Mail Maine

c/o Upper Valley Press
446 Benton Road
North Haverhill, NH 03774

MAINE

Mail Maine

c/o Ellsworth American
1 Printing House Square
Ellsworth, ME 04605

MAINE

Mail Maine

c/o Portland Press Herald
295 Gannett Drive
South Portland, ME 04106

If you have any questions regarding a delivery,
please contact Customer Service at 207-596-6203 x104 or x114.

