

# **Commingle User Guide**

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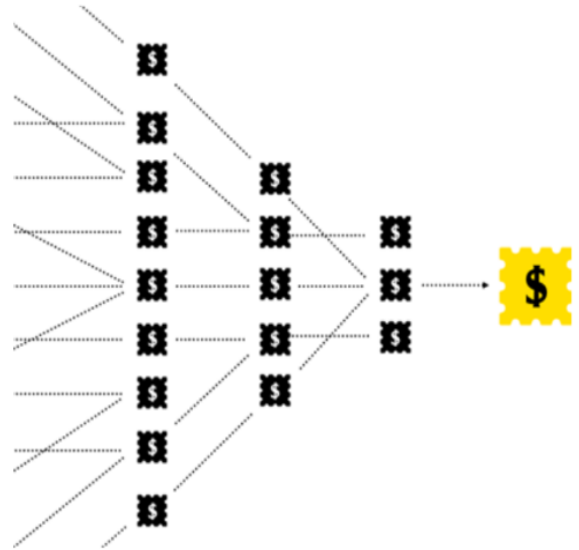
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## Welcome Message

At Quad, we take a **strategic, data-driven approach to postal optimization**—designed to reduce postage costs, streamline schedules, and ensure timely in-home delivery. By combining advanced manufacturing technology with deep USPS expertise, we deliver efficient, cost-effective mailing solutions across all classes of mail.

Our approach maximizes savings by **combining mail volumes from multiple businesses**, creating economies of scale while maintaining control over costs and delivery timelines.

Our optimization tool work together to maximize impact and minimize waste. Whether you print with Quad or not, our integrated services are designed to support your success and keep print a powerful part of your marketing strategy.



## Onboarding

Each title participating in a commingle program is assigned to a **Quad Title Code**—a unique alphanumeric identifier used to classify jobs within the company. These codes typically consist of six characters but may be as short as four. **Example:** XXX001

Quad will work closely with you throughout the onboarding process to ensure a smooth and accurate setup. During this process, we'll gather key details about your mail pieces, including (but not limited to):

- **Mail Class** (e.g., Marketing Mail, First-Class)
- **Piece Dimensions** (height, width, thickness)
- **Approval for Addressing** (design and layout considerations)
- **Product Identification** (version details)
- **Mail Quantities and Mail Dates** (volume and schedule)
- **Permit and Postage Payment Information**
- **Participation in USPS Postal Promotions** (based on mail class eligibility)

## Commingle Piece Specifications

Each of Quad's co-mail programs follow specific guidelines to ensure successful and efficient production. Adhering to these specifications is essential—**mail pieces that do not meet the requirements will not be eligible for participation.**

The links below provide detailed information on:

[Commingle Letter Design Specifications](#)

## Non-Production Ready Files

Titles participating in Quad's commingle programs can submit non-production-ready data files via FTP to Quad Data Solutions (QDS), Quad's In-house data processing center as part of the onboarding process.

For details on our preferred file format, please refer to the link below:

[Nonproduction-Ready Media, Formats](#)

## Production Ready Mail.dat

Titles participating in Quad's commingle programs can submit production ready mail.dat zipped files via email to [Non-printletteronboard@quad.com](mailto:Non-printletteronboard@quad.com).

[Production Ready Pallet and Tray Requirements](#)

## USPS Requirements

To ensure smooth processing and eligibility for participation in Quad's commingle programs, all clients must meet the following USPS requirements:

- **Postage must be paid through a USPS Enterprise Payment System (EPS) Debit Account**
- **A valid Mail Anywhere Permit** is required
- **A completed Processing Acknowledgement Form (PAF)** for NCOA if requesting this service
- **All accounts must remain in good credit standing** with the USPS

These requirements help streamline mail entry and ensure compliance with USPS regulations.

## Schedule

To meet the **in-home delivery window**, each program has must-have dates beginning several weeks before shipping to postal facilities. **Non-production-ready data files** are submitted early to initiate planning, while the arrival of **addressed product at commingle facilities** enables on-time production to meet the **scheduled ship date**. (See visual summary in chart below).

| Cycle Name<br>Commingle<br>Westampton NJ | Cycle Name<br>Commingle<br>Pewaukee WI | Public Cycle | Job Instructions-<br>4:00PM Eastern | Production Ready<br>Files | Non-Production<br>Ready Files 9:00<br>Eastern | Bound Product<br>must arrive<br>Commingle<br>Facilities 11:00am<br>Eastern | Commingle<br>Upload 10:00am<br>Eastern. Deadline<br>to cancel-move<br>project. | Postage Due<br>10:00AM Eastern | Start Ship -Mail<br>Date | Standard In-Home<br>Start Date | Standard In-Home<br>End Date |
|------------------------------------------|----------------------------------------|--------------|-------------------------------------|---------------------------|-----------------------------------------------|----------------------------------------------------------------------------|--------------------------------------------------------------------------------|--------------------------------|--------------------------|--------------------------------|------------------------------|
| 26/18NW                                  | 26/18WW                                | A            | Mon 03/30/2026                      | Mon 04/06/2026            | Mon 03/30/2026                                | Fri 04/10/2026                                                             | Mon 04/13/2026                                                                 | Mon 04/13/2026                 | Fri 04/17/2026           | Mon 04/27/2026                 | Thu 04/30/2026               |
| 26/18NF                                  | 26/18WF                                | B            | Wed 04/01/2026                      | Wed 04/08/2026            | Wed 04/01/2026                                | Tue 04/14/2026                                                             | Wed 04/15/2026                                                                 | Wed 04/15/2026                 | Mon 04/20/2026           | Wed 04/29/2026                 | Sat 05/02/2026               |
| 26/19NW                                  | 26/19WW                                | A            | Mon 04/06/2026                      | Mon 04/13/2026            | Mon 04/06/2026                                | Fri 04/17/2026                                                             | Mon 04/20/2026                                                                 | Mon 04/20/2026                 | Fri 04/24/2026           | Mon 05/04/2026                 | Thu 05/07/2026               |
| 26/19NF                                  | 26/19WF                                | B            | Wed 04/08/2026                      | Wed 04/15/2026            | Wed 04/08/2026                                | Tue 04/21/2026                                                             | Wed 04/22/2026                                                                 | Wed 04/22/2026                 | Mon 04/27/2026           | Wed 05/06/2026                 | Sat 05/09/2026               |

## Supplied Product Preparations and inbound appointments

Products delivered to Quad must follow proper **pallet and bundle preparation guidelines**. Adhering to these standards help:

- Prevent machine slowdowns
- Minimize damage to mail pieces
- Ensure top quality mailable product

Click the links to view Supplied Product Requirements and Shipment Procedures

[Inbound Scheduling](#)

[Letter Pallet and Tray Prep Requirements](#)

## Quality Control

To ensure consistency and high-quality output across all commingle production runs, the following internal checks are performed on inbound product.

- Confirm cycle
- Pull two samples of each job and version
- Scan the barcode on the piece to ensure it matches the labeling and cycle
- Check 3-4 random trays on each pallet for any quality issues on incoming product
- Weigh pieces

## Delivery Tracking

Quad provides **free basic delivery tracking** through our **Client Connect** platform, giving you visibility into your specific title mailings as they deliver to USPS facilities.

To set up an account, the following information is required, during onboarding:

- Name
- Position
- Email address
- Quad title code

Once registered, users can access detailed tracking data for each title mailing, including:

- Mail quantity
- In-home delivery window
- Load delivery details
- Cumulative daily data with graphical summaries

## Enhanced Tracking with IMsight

For clients seeking **piece-level tracking**, Quad offers **IMsight for clients supplying non-production ready files**, a premium service that provides even deeper visibility into individual mail piece movement. If providing production ready mail.dat files bundle level tracking is available.

If you're interested in IMsight, please contact your Quad Sales Representative for more information.

## Safe & Secure

At Quad, we understand that protecting confidential information is a critical service that provides trust and peace-of-mind to our clients. That's why we have a team of dedicated individuals whose responsibility is to create, maintain, and monitor a robust security program to keep our information assets secure. Please click on the link to read more details on our **[Privacy and Information Security](#)**.