



Production Ready Palletization & Tray Preparation

This document outlines how Printers should prepare mail for entry into Quad's Letter Commingle program. It is designed to ensure consistency, compliance, and efficient processing.

Tray Tags & Pallet Flags

- Printers are responsible for printing tray tags and pallet flags from their mail.dat
- Tags must be printed at standard USPS-compatible sizes

Tray Tag Types

Commingled tray tags

- Include start and end ZIP codes used for commingled mail
- Tags should include
- Job number
- Version number
- Sequence/tray number
- All pieces in a tray must face the same direction
- Pallet number
- ZIP code information

Commingle Tray Preparation

- Place commingle trays on bottom of the pallet and sorted in ZIP order
- ZIP Codes on the mail pieces must match the ZIP Code on the tray tags
- Use appropriate trays (EMM, 2ft MM, or 1ft MM as needed)

Pallet Preparation Guidelines

- Do not mix trays across pallets
- Stack in correct sequence
- Commingled trays on bottom, Co-Pal trays on top
- Pallets must be sleeved and shrink-wrapped
- Must use USPS Plastic Pallets
- Max 6 layers per pallet (MM Trays up to 10)
- Tray tags must face outward
- Place on front and side of pallet and must be visible