

From YOUR desktop to THEIR mailbox



Certified Mail

Click2Mail.com Certified Mail is not only an efficient, eye-catching way to communicate your message, it gives your mailing a sense of urgency, and provides you with an official record of the mailing and delivery.

You'll be surprised how economical it is to create full-color and black and white mailers using Click2Mail.com. For pricing, including production *and* postage, go to <http://click2mail.com/by-product>

How Certified Mail works

Each Click2Mail.com Certified mailer is imprinted using a unique tracking number assigned by the United States Postal Service (USPS). That number can later be used to check the delivery status on the USPS web site or you can request a signed and dated Return Receipt for an additional fee. You may also request Restricted Delivery service, which requires a specified person or their authorized agent to sign for the mailer. Certified Mail is available for U.S. addresses only.

Tap the power of variable data (similar to mail-merge)

Click2Mail.com's Mailing Online Publisher allows you to personalize your document by using data from your mailing list—similar to "mail-merge." This allows you to integrate information such as a customer name, salutation, account number, balance due, appointment date, and so on.

Use your own mailing list or let us help you find one

If you don't already have a list, we can help you purchase a list based on ZIP code, income, age and gender demographics, lifestyle and hobbies, home values, household occupants, and other criteria.

The tools you need are free at Click2Mail.com

Click2Mail.com's Web-based tools provide all you need to manage your lists and to create, personalize, and proof your mailers. Best of all, they eliminate the need for sorting, labeling, the application of postage, and trips to and from the post office.

For domestic delivery only

Why Certified Mail?

IT'S URGENT: The need for someone to officially sign for your mailer adds a sense of urgency

IT'S SECURE: Certified Mail is a widely-recognized mechanism for delivering legal documents and notices

IT'S TRACEABLE: Someone at the delivery address must sign for your mailer. With Restricted Delivery a specific person (or their agent) must sign for it



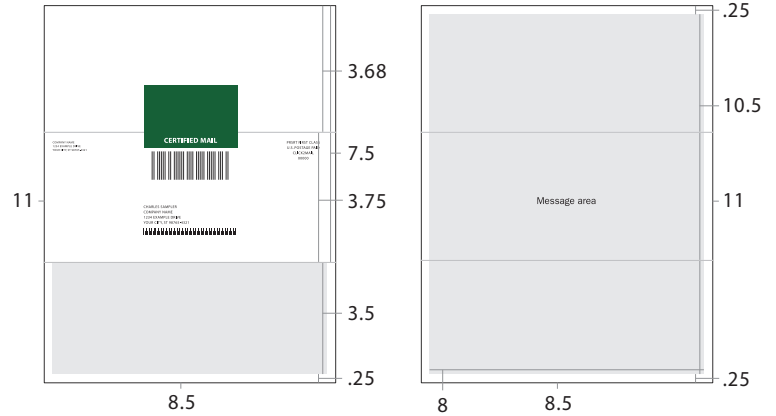
How it works Click2Mail.com uses a network of strategically located, high-quality printers to print, prep, and sort large volumes of mail daily. That network and our understanding of strict postal requirements allows your mailer to receive optimal handling and delivery. You benefit from high volume processing without setup fees or minimum quantities.

Questions? Speak to a mailing expert... 9AM-8PM, Mon-Fri ET at 1-866-665-2787

Click2Mail.com Certified Mail

DA21 Certified self-mailer (folds to 8.5 x 3.75 in) with e-Return Receipt (optional)

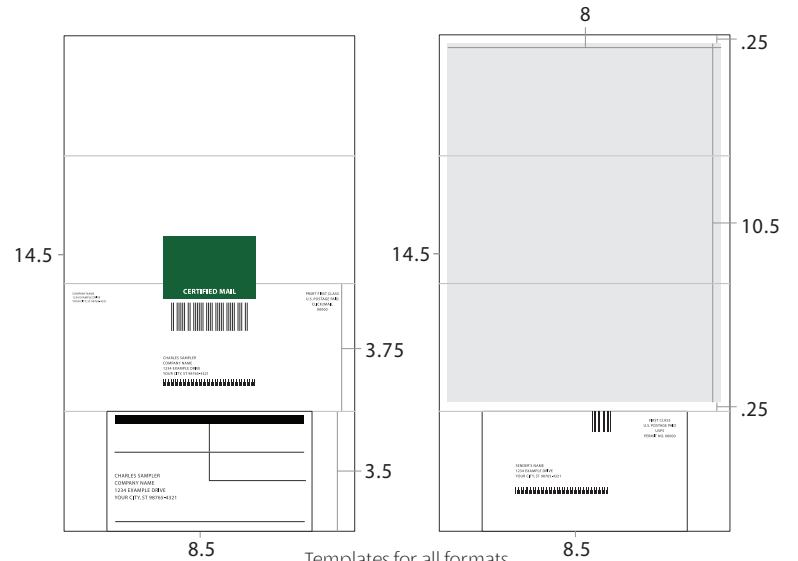
- CLOSURE Clear wafer seal, three-sides
- FOLD TYPE C-fold (8.5 x 11 in)
- PRINTING two-sides, black and white or 4-color (full color)
- PAGE COUNT 1 1/3 maximum
- PAPER 65 lb. cover, white, uncoated
- POSTAGE domestic: Certified First-Class Mail
domestic: Certified Mail with Electronic Return Receipt
international: not available



Templates for all formats are available online

DA22 Certified self-mailer (folds to 8.5 x 3.75 in) with perforated Return Receipt

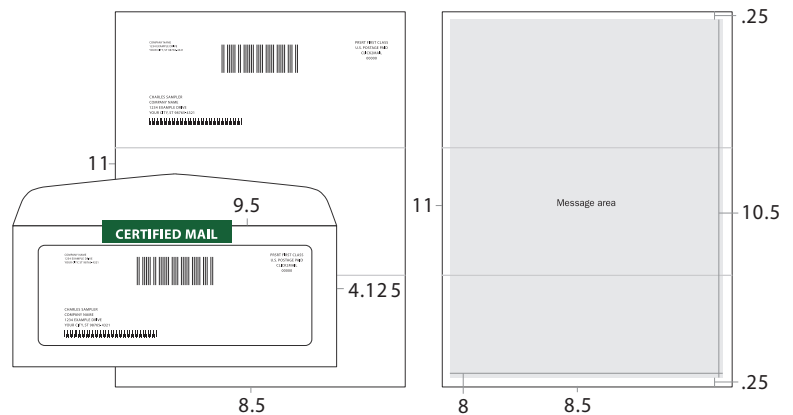
- CLOSURE Clear wafer seal, three-sides
- FOLD TYPE gate fold (8.5 x 14.5 in)
- PRINTING two-sides, black and white or 4-color (full color)
- PAGE COUNT 1 page
- PAPER 65 lb. cover, white, uncoated
- POSTAGE domestic: Certified First-Class Mail
domestic: Certified Mail with Return Receipt (Green Card)
domestic: Certified Mail with Return Receipt and Restricted Delivery
international: not available



Templates for all formats are available online

DA41 Certified letter (#10 envelope, full-window address on separate page) (folds to 8.5 x 4 in)

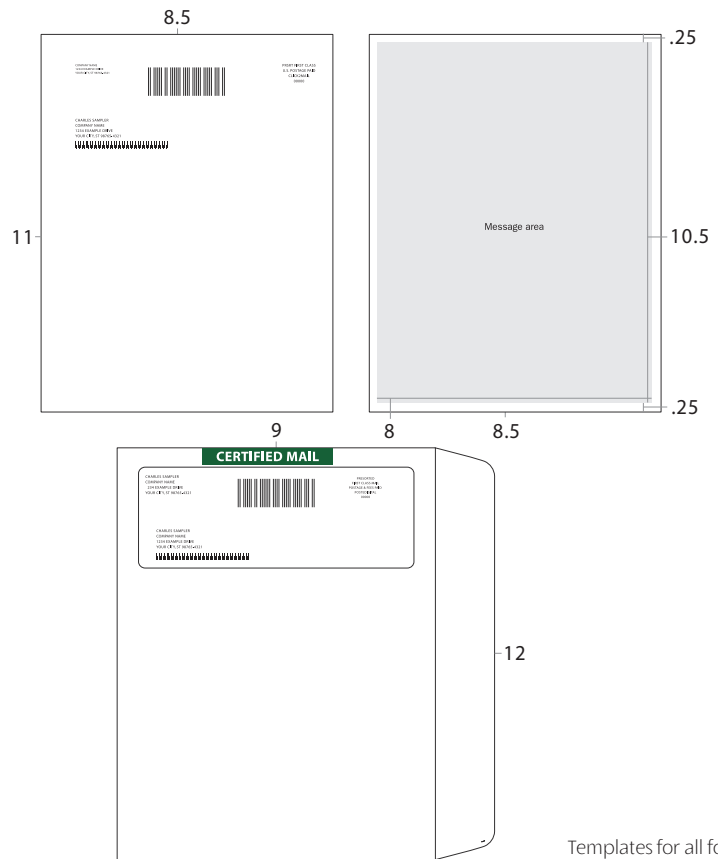
- FOLD TYPE C-fold (8.5 x 11 in)
- PRINTING two-sides, black and white or 4-color (full color)
- PAGE COUNT 1-7 sheets, printed one-side: 7 page max
1-7 sheets, printed two-sides: 14 page max
- PAPER 4-color printing
24 lb bond, white, uncoated
black and white printing
24 lb bond, white, uncoated
- POSTAGE domestic: Certified First-Class Mail
domestic: Certified Mail with Electronic Return Receipt
domestic: Certified Mail with Return Receipt (Green Card)
domestic: Certified Mail with Return Receipt and Restricted Delivery
international: not available



Templates for all formats are available online

DA61 Certified letter (8.5 x 11 in) (folds to 8.5 x 4 in)
Certified flat envelope, single-window (9 x 12 in)
address on separate page

- PRINTING two-sides, black and white or 4-color (full color)
- PAGE COUNT 1-47 sheets, 1—47 pages, printed one-side
1-47 sheets, 1—94 pages, printed two-sides
- PAPER 4-color printing
24 lb bond, white, uncoated
black and white printing
24 lb bond, white, uncoated
- POSTAGE domestic: Certified First-Class Mail
domestic: Certified Mail with Electronic Return Receipt
domestic: Certified Mail with Return Receipt
(Green Card)
domestic: Certified Mail with Return Receipt
and Restricted Delivery
international: not available



Templates for all formats are available online

Choose how you want to send your Certified Mail

Certified First-Class Mail

Basic service provides a unique tracking number that you can check online to confirm that your mailer arrived at its destination. The carrier may deliver the mail to anyone who receives mail at that address.

Certified Mail with Return Receipt (Green Card)

For an additional fee, a Return Receipt Green Card is attached to the mailer that is signed and dated by the recipient and returned to you via the mail.

Certified Mail with Return Receipt (Electronic)

For an additional fee (less than the Green Card), an electronic version of the Return Receipt is sent via e-mail with a PDF attachment that includes an image of the recipient’s signature or an approved hand-stamp.

Certified Mail with Return Receipt and Restricted Delivery

Adding Restricted Delivery service to the Return Receipt restricts delivery to the actual addressee or an authorized agent.

How it works

Certified Mail must be signed for upon delivery. If the first delivery attempt fails, a notice is left with the address of the Post Office where the mailer can be picked up and the date the article will be returned to the sender (14 days from the first delivery attempt).

If it is not retrieved within 7 days: A second notice is delivered to the recipient.

If it is not retrieved within 14 days: The mailer is marked “UNCLAIMED” and sent to the return address.

The direct mail medium is being reborn. One unexpected result of the rush to digital media is that the mail in our mailboxes is attracting more interest than ever. A well-designed mailer targeted to the right mailing list captures attention, inspires the discovery of product/service benefits, and prompts real people to take action.

Next business day mailing

First-Class (Certified Mail) orders placed by 8PM ET are scheduled for printing and mailing the next business day.

Compatible files

You can upload these file types directly into the Mailing Online system:

PDF Adobe Portable Document Format, version 5 or higher
Saved using (partial list): Corel Draw, Excel, Google Docs, InDesign, iWork Pages, PageMaker, PowerPoint, Publisher, QuarkXPress, Quicken, Word, WordPerfect, and MANY more.

DOC, DOCX Microsoft Word 2010, 2007, 2003, 2000, 97, 95, 6

Plus these file formats: **EPS, GIF, JPEG/JPG, PNG, PS, TIF/TIFF**

Maximum file size: 5MB

Recommended resolution: 300 Dots Per Inch (DPI)

Minimum resolution: 100 DPI

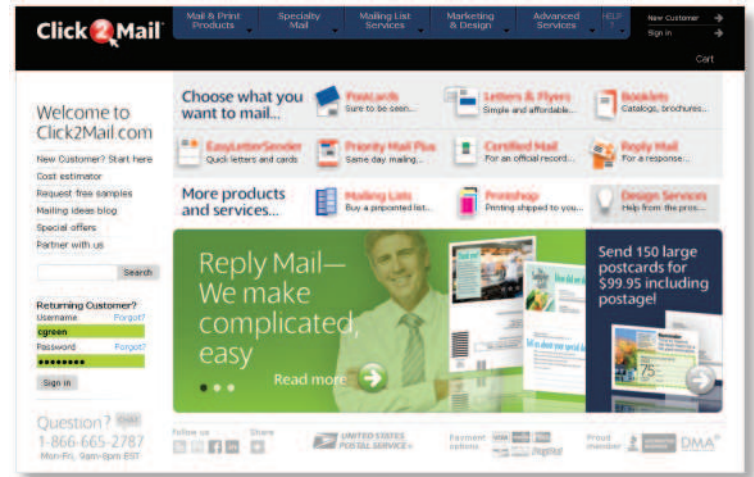
Custom design services

Need help designing your mailer? Our designers can help you design and produce your mailer. Call 866-665-2787 for details.

Contact Click2Mail.com

Address 3103 10th St N, Suite 201, Arlington, VA 22201-2191
Web <http://www.Click2Mail.com>
Toll Free 866-665-2787, Mon-Fri, 9AM to 8PM ET
Phone 703-521-9029, Fax 703-358-8811
E-mail support@click2mail.com

For domestic delivery only



Use Click2Mail.com

One page for all your direct mail needs

Formats Postcards, Letters, Flyers, Reply Mail, Booklets

Delivery options First Class, Standard, Priority Mail, Certified Mail

Mailing Lists Buy a pinpointed mailing list

Printshop High-quality printing shipped directly to you

Email-to-Mail Send email and email attachments by postal mail

Design Services Design and marketing help from the pros

IN THE MAIL FAST: First-Class (Certified Mail) orders in by 8PM ET are mailed the next business day

Click2Mail.com

THE quick, easy, affordable way to create and mail Postcards, Letters & Flyers, Booklets, Certified Mail, Reply Mail, and more...

Questions? Speak to a Click2Mail.com mailing expert 9AM-8PM, Mon-Fri ET at 1-866-665-2787