

Direct Mail Solutions FAQs

How do I get started?

Your Office Depot representative will take your order, including size and quantity. Then, you'll be contacted by our marketing specialist who can handle the rest of the process from design to mail.

What's included in the price?

You'll get one initial design and two revisions. Additional fees apply for further revisions. A list of consumer names and addresses will be selected based on your input. Or you may upload your own list and we'll update it using CASS (Coding Accuracy Support System) for address standardization and National Change of Address processing to remove undeliverable names and addresses.

Postcards are double-sided. Personalization or a coupon code, name and address of recipient can be printed on each postcard. Printing will also be done for all postal requirements, and includes standard bulk rate postage. Typically in-home delivery will be 8-10 days after the postcard is dropped in the mail.

Who will my list target?

We can target your list by age, gender, income, marital status, home owners, renters and presence of children. (More criteria options are available for an additional charge.) The list is obtained from one of the largest mailing list companies in the world.

How long will it take to get my design?

It typically takes 10 business days to create and approve a design. Plus, your mailing list is developed during that time frame. It takes 3 working days to print and mail.

Where can I mail to?

You can send your postcards to any residential address in the U.S., including Hawaii, Alaska and Puerto Rico.

What type of artwork or design can I select from?

Your marketing specialist will ask you what type of design and content you're looking for. We offer a wide variety of images and layouts to help you create a unique design for your business.

What if I have my own postcard design?

You can upload it and we'll place it on the postcard. High-resolution PDFs are required.

What if I have my own photography or artwork?

We can base a design on images you supply. We cannot accept any images that are copyright protected by a company other than your own.

Office DEPOT®

**COPY &
PRINT**
DEPOT®

Introducing Direct Mail Solutions

The cost-effective,
time-saving way to
reach your audience.



Direct Mail Solutions

**COPY &
PRINT
DEPOT**

“Now, you can reach the audience you want, even if you don’t have a big marketing budget.”

Here’s what’s included in the program:

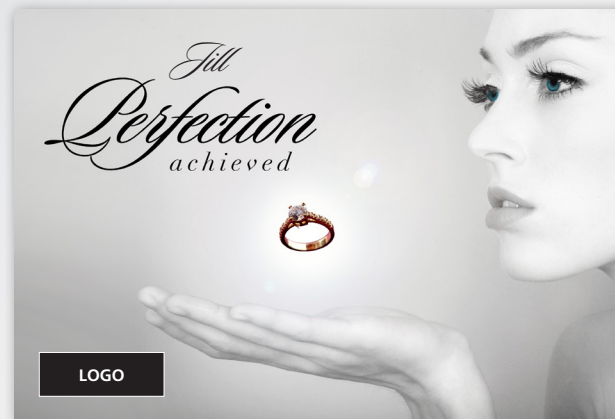
- Professional consultation
- Customized designs that will help you stand out from your competitors
- Customized address list

Here’s three simple steps to get started:

1. Select the best program for your needs
2. Work with one of our direct mail experts
3. Approve your final mailer

Then, watch your business grow!

Three postcard sizes are available:



6" x 9"



6" x 11.5"



4.25" x 6"

Postcards are printed in full color on four-color with 100lb. gloss stock, and are UV coated on the front side.

Please see reverse side for more program details.