

## APPENDIX D: MET Forms Package Construction

Title	Total Estimated Quantity (Annual)	Paper Stock	Printing/sides	Perforations	Ink Color	Imaging/Personalization
Front Cover	300	8 pt. cover	2-sided	No	2 Color - Black & Dark Blue	Address block: Name, address, and USPS barcode/route information (max. 7 lines)
Change of Address Notice	300	20# white bond	2-sided	Yes	1 Color - Black	Purchaser name, mailing address, contract number
Instruction Sheet	300	20# white bond	2-sided	Yes	1 Color - Black	N/A
Automatic Payroll Deduction Form	300	20# white bond	1-sided	Yes	1 Color - Black	Purchaser name, contract number
Coupons	50,000	20# white bond	1-sided	Yes	1 Color - Black	Purchase name, contract number, due date, monthly purchase amount, scanline
Back Cover	300	8 pt. cover	1-sided	No	1 Color - Black	N/A

Note: All personalization must be done in black ink. Contractor may choose to not put a cover on the forms package if an alternative method can be used that meets USPS regulations for sending the package through the mail at the same postage rate.