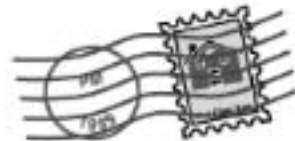


- 1st Class Mail - Canadian, U.S. and International
- Canadian bulk sortation (indicia available)
 - Unaddressed admail
- U.S. bulk sortation (indicia available)
 - Laser printing
 - Inkjet printing
- Label addressing (pressure sensitive or cheshire)
 - Folding
 - Inserting (up to 24 pieces)
 - Polybagging
 - Manual mail assemblies
- Database creation and management
 - Data format conversion
- Address verification and correction
 - Duplication elimination

Troi's Timeline Scheduler™



Tel: (416) 757-5598
 Fax: (416) 757-4232
 TF: 1-866-876-4624
 www.troimail.com



16 - 445 Midwest Rd.,
 Toronto, ON M1P 4Y9

Quick Reference Mailing Checklist

Copy this form and use it each time you plan your mailing campaign

" We Spell Success One Letter At A Time™ "

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SCHEDULE OF EVENTS

PLANNED DATE

COMMITTED DATE

NOTES

<input type="checkbox"/> Target Your Audience	_____	_____	_____
<input type="checkbox"/> Crafting Your Message	_____	_____	_____
<input type="checkbox"/> Reverse-Engineer	_____	_____	_____
<input type="checkbox"/> Contact Your Mailing House Partner	_____	_____	_____
<input type="checkbox"/> Finalize Your Database	_____	_____	_____
<input type="checkbox"/> Plan For Success	_____	_____	_____
<input type="checkbox"/> Coordinate All Printed Materials	_____	_____	_____
<input type="checkbox"/> Final Approvals	_____	_____	_____
<input type="checkbox"/> Finalize Timeline	_____	_____	_____
<input type="checkbox"/> Transfer Data	_____	_____	_____
<input type="checkbox"/> Delivery Of Printed Materials	_____	_____	_____
<input type="checkbox"/> Requisition Postage	_____	_____	_____
<input type="checkbox"/> Completion	_____	_____	_____
<input type="checkbox"/> In-Home Date	_____	_____	_____

