

ONLINE INFORMATION

An overview of the MQC Program Self-Study Guide and the MQC Order Form are available at http://pe/mpdesign/mpdfr_mpqc_view.htm.

QUESTIONS?

Contact the MQC Administrator at 800-238-3150.



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As an MQC Certified Specialist I can enhance my company's marketability and give my organization a competitive edge.

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MAILPIECE QUALITY CONTROL Self-Study Guide

6.0125"

DESIGNED TO
SAVE YOU MONEY

POSTAGE
NECESSARY
PAID
AT THE
STATION

11.5"

MQC DEPARTMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

WHAT IS MAILPIECE QUALITY CONTROL?

Mailpiece Quality Control (MQC) is a self-study program available to anyone who wants to learn more about mailpiece design, proper addressing, barcoding requirements, and other Postal Service™ regulations. The information in this self-study course provides a resource for mailers, printers, and businesses that design mailpieces and present them to the Postal Service for processing and delivery.

WHY IS MAILPIECE DESIGN IMPORTANT?

Mailpieces that are designed to comply with Postal Service guidelines can significantly reduce postage costs and enhance service. In addition, learning about automation will allow mailers to take advantage of postage discounts, which will further reduce mailing costs.

Graphic designers and companies with graphics departments can benefit from MQC training. The most knowledgeable professionals in this field have found that they can improve their understanding of mailpiece design requirements with the use of this course.

COURSE CONTENT

The MQC training program includes the following training modules:

- Classes of Mail
- Periodicals
- Processing Categories
- Addressing
- USPS Barcodes
- Automation Requirements
- Nonautomation Mailings
- Postage Payment Methods
- Reply and Return Mail
- Special Services

The MQC training program is available for purchase in hardcopy format or at no cost if downloaded via the Internet.

MQC CERTIFICATION

Students who score 90% or higher on the final examination are awarded a certificate and a lapel pin declaring the participant an MQC Certified Specialist. MQC certification is valid for two years.

MQC Certified Specialists are recognized throughout the industry for their high level of proficiency in mailpiece design and adherence to Postal Service addressing requirements. Specialists are listed on the MQC Certified Specialist list available at www.ribbs.usps.gov/mqc/mqc.html.

AVAILABLE OPTIONS

The MQC training program is available in five package options:

Option 1: Administrator's Guide

For individuals who plan to facilitate this program in a classroom setting. Includes the Administrator's Guide only.

Option 2: Student Guide

For individuals who wish to become an MQC Certified Specialist. Includes the Student Guide only. This option is available free of charge if downloaded from http://pe.usps.gov/mpdesign/misc_docs/mqc.pdf.

Option 3: Resource Kit

For individuals interested in reference materials. Includes postal templates and MQC Online Resource Guide.

Option 4: Final Examination- Hardcopy

Includes hardcopy final examination only (provided via mail or email after receipt of order form and payment).

Option 5: Final Examination- Online

Includes online final examination only (confirmation number and instructions for exam sent via email after receipt of order form and payment).

NOTE: From the date the order is received, students have six months, with up to four attempts, to pass the exam.

No refunds available.