



Mailpiece Design Support

Mailpiece Design Analysts (MDA) are available to provide postal customers with assistance in all facets of mailpiece design and reviews. Locating an MDA is a simple process.

LOCATE YOUR MDA AND BME

You can locate the MDA servicing your location by going to the **Rapid Information Bulletin Board System (RIBBS)** website <http://ribbs.usps.gov/> Follow the Lookup/Locator Tool link to access the site.

- Locate the **Mail Design Analyst (MDA)** servicing your location
- Locate your District **Business Mail Entry (BME)** Unit

KEY MAILPIECE DESIGN SERVICES

Many of these services are offered free-of-charge online or by visiting your District BME.

- Intelligent Mail Services
- Artwork
- Commercial Mailing Requirements
- Analysis and physical review of mailpieces
- Hand Held Templates

Intelligent Mail Services

Your guide to Intelligent Mail Services is through the RIBBS website, which contains a wealth of information on Intelligent Mail, including the **Intelligent Mail Barcode Encoder/Decoder**. All Intelligent Mail Barcodes require a **Mailer ID**, which can be easily obtained through the **Business Customer Gateway** website at www.usps.com.

Artwork

Current *PostalOne!* customers can get replacement artwork for Business Reply Mail or Courtesy Reply Mail anytime from the ABRM website <https://www.usps.com/business/reply-mail-solutions.htm>

Commercial Mailing Requirements

Your local BME can provide guidance and direction on the *Domestic Mail Manual* Standards.

Analysis and Physical Review of Mailpieces

Your local BME can provide physical reviews of mailpieces. They can also provide MERLIN diagnostic reports, which show analysis on automation compatibility and physical properties as well as print reflectance quality of mailpieces. MERLIN also provides a diagnostic review of the delivery address and barcode readability.

Hand Held Templates

Hand Held Templates are available at your local BMEU office for designing mail, and the local BMEU can provide simple instructions on how to use these templates. Tools include:

Plastic Templates

- Automation Compatibility Template - Notice 67
- Automation Barcode Gauge - Item 04A
- Letter Size Mail Dimensional Standards Template- Notice 3A