

Guidelines for MERLIN Barcode Readability Pre-testing Customer Mailings

General

- Within 90 days of MERLIN installation at a site, mailers may submit samples for barcode readability testing. (Large national printers may request testing of mail that will not be entered at site not within the 90 day timeframe. Testing may be deferred in lieu of other mailings from installed MERLIN sites)
- First, Standard and Periodical mailpieces within size limitation for letters or flats may be submitted. Maximum size: 12"x15"x3/4" up to 16 ounces.
- Sample mailpieces must be addressed as if being mailed.

Process

- Mailer must submit two copies of the "Request for Merlin Test" form for each sample submitted. Mailers agree to pay all postage for submitting mailings.
- Mailings should be packaged in a cartons with postage paid and mailed to:
MERLIN Test Center
Attention: Mitchell Filip, USPS
3400 W Pratt Ave
Chicago IL 60712-3700
- More than one sample may be included in a carton provided samples are clearly separated and identified.
- Mailings must be submitted using Express Mail, Priority Mail or Package Services Mail.
- For each pre-test requested, mailers may submit 25 or 50 sample pieces. Larger samples are not necessary for barcode readability testing.
- Barcode readability reports will be provided to the mailer on all pre-tests conducted.
- The mailer will have the option to have mailpieces identified on readability report returned to them at their expense.
- The mailer also has the option to have all sample mailpieces returned at their expense. See Request for MERLIN Barcode Readability Test form.
- Live mail/postage will be entered in the mailstream when test is completed.
- Tests will be conducted within 72 hours after receipt of test pieces.

Disclaimer – This test does not preclude mail from being tested at time of mailing. This test is not a certification of barcode readability for this or any other mailpiece.

**Request for MERLIN
Barcode Readability Test
(Submit Two Copies)**

Date Mail Submitted _____ Mailer Job ID No. _____

	Company requesting test	Company for whom mailing is prepared
Name		
Address		
City, St, Zip		
Contact Name		
Telephone		

Processing category: Letter _____ Flat _____

What is the planned date for entering mail? _____

Where will mail be entered? (If known)

City _____ State _____ Zip Code _____

Number of pieces submitted for test _____

Printing Characteristics

Printer Make/Model _____

Dot Matrix _____ Ink Jet _____ Laser _____

Address Applied to: Label _____ On-Piece _____ Window Envelope _____

Type of Font and Size _____

Disposition of Sample Mail

Check One: MERLIN Test ID No. _____

**Live mail/postage – Enter in mailstream when test is completed.
Return barcode readability report**

Return only barcode readability report.

Return barcode readability report and mailpieces identified with errors on report. Mailer agrees to pay all postage costs (Include return shipping labels).

Return barcode readability report and entire sample. Mailer agrees to pay all postage costs (include return shipping labels).

Disclaimer – This test does not preclude mail from being tested at time of mailing. This test is not a certification of barcode readability for this or any other mailpiece.