

# Certified Mail

Click2Mail.com Certified Mail is not only an efficient, eye-catching way to communicate your message—it gives your mailing a sense of urgency and provides you with an official record of the mailing and delivery.

You'll be surprised how economical it is to create full-color and black and white mailers using Click2Mail.com. For pricing, including production and postage, go to <http://click2mail.com/by-product>

## How Certified Mail works

Each Click2Mail.com Certified mailer is imprinted using a unique tracking number assigned by the United States Postal Service (USPS). That number can later be used to check the delivery status on the USPS web site or you can request a signed and dated Return Receipt for an additional fee. You may also request Restricted Delivery service, which requires a specified person or their authorized agent to sign for the mailer. Certified Mail is available for U.S. addresses only.

**Customize each piece with different names, dates, amounts, and more...** (optional)

Click2Mail.com's Mailing Online Publisher allows you to personalize your document by using "variable data" from your database—similar to "mail-merge." This allows you to integrate information such as a customer name, salutation, account number, balance due, appointment date, and so on.

## Use your own mailing list or we'll help you find one

If you don't already have a list we can help you purchase a list based on ZIP Code™, income, age and gender demographics, lifestyle and hobbies, home values, household occupants, and other criteria.

## Tap the power of Click2Mail.com's FREE mailing toolbox

Click2Mail.com's toolbox offers many ways to create, personalize, proof, and manage your mailings. For example: Send email and email attachments by postal mail with Email-to-Mail. Reach local markets with Every Door Direct Mail—Retail® (EDDM®). Use your program's "Print" feature to send postal mail. Or use our APIs to customize and automate some or all of your mailing processes.

For pricing, including production and postage, go to <http://click2mail.com/by-product>

**Questions? Speak to a mailing expert...  
9AM–8PM, Mon–Fri ET at 1-866-665-2787**

## Why Certified Mail?

### IT'S URGENT

The need for someone to officially sign for your mailer adds a sense of urgency

### IT'S SECURE

Certified Mail is a widely-recognized mechanism for delivering legal documents and notices

### IT'S TRACEABLE

Someone at the delivery address must sign for your mailer. With Restricted Delivery a specific person (or their agent) must sign for it

# Click2Mail.com



Below:  
Certified Letter  
Self-Mailer,  
with Return  
Receipt

Below:  
Certified Flyer Self-Mailer

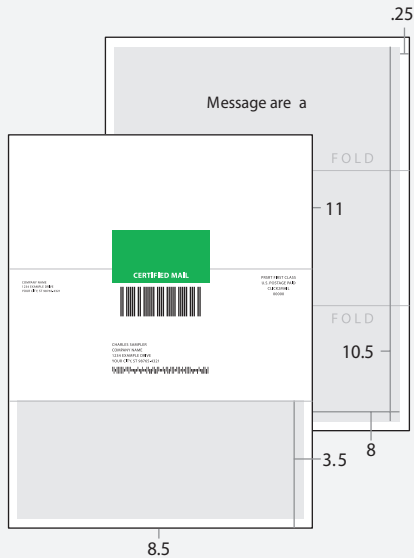
Above: Certified letter,  
in envelope, address on  
separate page  
Envelopes  
9 x 12, 6 x 9.5, or #10

**NO MORE sorting, labels,  
stamps, or trips to the Post Office®**

**IN THE MAIL FAST: Orders placed  
using Certified Mail™ in by 8PM ET  
can be mailed the next business day**

### Certified Letter Self-Mailer

8.5 x 11 in  
1/3–1 1/3 pages, wafer sealed, no envelope  
Paper color (uncoated): 4–color or  
b&w: white

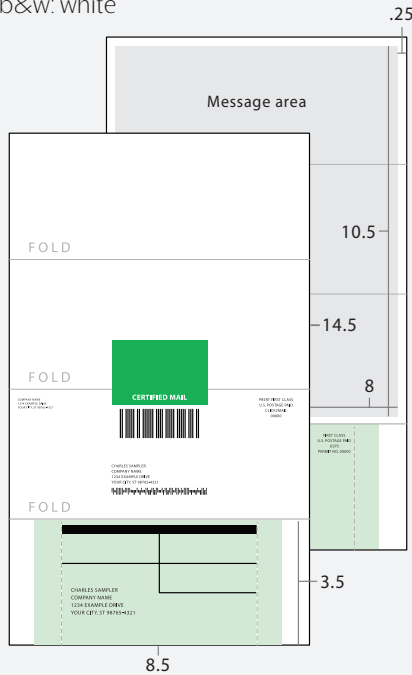


Mail Class: Certified Mail™

Templates for all formats are available online at <https://click2mail.com/c2m-templates>

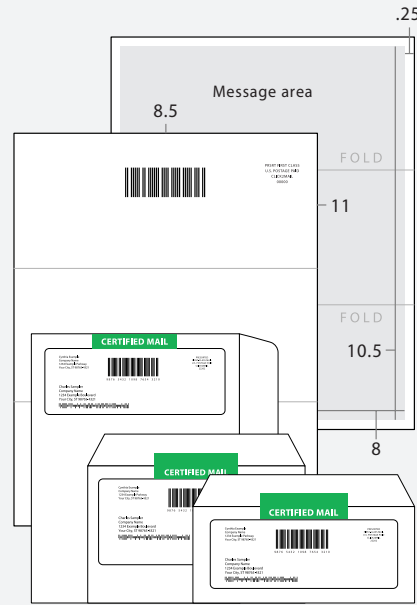
### Certified Letter Self-Mailer, with Return Receipt

8.5 x 11 in  
1 page, wafer sealed, no envelope  
Paper color (uncoated): 4–color or  
b&w: white



### Certified Letter, address on separate page

8.5 x 11 in  
1 page, Paper color (uncoated):  
4–color or b&w: white



9 x 12 in envelope: 1–94 pages  
6 x 9.5 in envelope: 1–12 pages  
4.125 x 9.5 in (#10) envelope: 1–10 pages

## Choose how you want to send your Certified Mail

### Certified First-Class Mail

Basic service provides a unique tracking number that you can check online to confirm that your mailer arrived at its destination. The carrier may deliver the mail to anyone who receives mail at that address.

### Certified Mail with Return Receipt (Green Card)

For an additional fee, a Return Receipt Green Card is attached to the mailer that is signed and dated by the recipient and returned to you via the mail.

### Certified Mail with Return Receipt (Electronic)

For an additional fee (less than the Green Card), an electronic version of the Return Receipt is sent via e-mail with a PDF attachment that includes an image of the recipient’s signature or an approved hand-stamp.

### Certified Mail with Return Receipt and Restricted Delivery

Adding Restricted Delivery service to the Return Receipt restricts delivery to the actual addressee or an authorized agent.

#### How it works

Certified Mail must be signed for upon delivery. If the first delivery attempt fails, a notice is left with the address of the Post Office where the mailer can be picked up and the date the article will be returned to the sender (14 days from the first delivery attempt).

If it is not retrieved within 7 days, a second notice is delivered to the recipient.

If it is not retrieved within 14 days, the mailer is marked “UNCLAIMED” and sent to the return address.

#### Also from Click2Mail.com

Postcards, Letters, Brochures, Flyers, Reply Mail, and Booklets printed and shipped to you OR delivered by First-Class Mail®, Non-profit, Standard Mail®, Priority Mail®, Certified Mail™, International mail, Every Door Direct Mail—Retail®

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Address 3103 10th St N, Suite 201,  
Arlington, VA 22201–2191  
Web <http://www.Click2Mail.com>  
Phone 703-521-9029, Fax 703-358-8811  
E-mail [support@click2mail.com](mailto:support@click2mail.com)

