



## Customer Preliminary Qualification Form

Where is processing done today?

In-house \_\_\_\_\_ Outsourced \_\_\_\_\_

Cycle frequency:

Daily \_\_\_\_\_ Weekly \_\_\_\_\_ Monthly \_\_\_\_\_ Other \_\_\_\_\_

Seasonal spikes?

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Average # of envelopes per cycle: \_\_\_\_\_

Average page count per cycle \_\_\_\_\_  
(page = 1 side of 1 sheet)

Capturing postal discount today?

Yes \_\_\_\_\_ No \_\_\_\_\_

Special Handling Requirements:

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Multiply average # of envelopes per cycle x cycle factor below:

Daily = 10

Weekly = 2.5

Monthly = 1

\_\_\_\_\_ A

Multiply above result (A) by average page count \_\_\_\_\_ B

If B is less than 2,500, the prospect may be too small to justify. Between 2,500 and 5,000 they are a small application prospect and outsourcing may be of value. 5,000 to 10,000 is a solid, small application and 10,000 and above will benefit from further discovery through follow-up sales visits and interviews.