



variverge
data+print+mail

APPRAISAL PREPARATION CHECKLIST



Received Appraisal Preparation Packet



Schedule your mailing date

Contact VariVerge with your mailing date so we can secure your time on our schedule.



Reach out to VariVerge to order materials

Ordering your materials ahead of time prevents time loss in print production to meet your deadline.



Pay for postage

When you receive an invoice for postage, please pay as soon as possible.



NCOA

Do you want to run your list through National Change of Address (NCOA)? People move, update your database. Use our NCOA process.



Secure FTP

For your convenience, VariVerge has a user-friendly secure FTP site in place to upload your files. If you have not yet created an account, or forgotten your password, go to URL www.variverge.com/secureftp



Communicate

Starting the proofing process without first communicating changes can cause confusion. Communicate any changes as soon as possible.



Review proofing guidelines

The proofing guideline insert included contains steps to ensure your changes will be handled in an orderly process and timely manner. Please help us by following these recommended guidelines.