



# W1 QSL BUREAU

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## Presort Procedure

Procedure Number:	PS-02	Owner:	Eric Williams KV1J
Revision:	5-Dec-2022		

## Introduction

This document describes the procedure used by the Presort team to receive cards from the Presort Manager, sort them, and deliver them back to the Presort Manager.

## Procedure

### Receiving Cards

Unsorted cards are received from the Presort Manager in one or more boxes. The normal size of the box is 12 in x 12 in x 6 in. Full of cards, a box usually weighs 21 lbs and contains about 3300 QSL cards. It will be marked with a box number in the form of EW-123 where 123 is the sequential box number.

Boxes are hand carried and no longer sent by mail. The box will contain the following:

- A handful of rubber bands to be used to secure the sorted bundles
- A sheet of paper letter markers or a partial pad of sticky notes to mark the sort letter of the sorted bundles

### Sorting Cards

The cards are sorted into groups by the first letter of the callsign suffix.

Some cards will have a QSL Manager or a "Via" indicated on them. They are sorted to the callsign indicated as the manager or the "Via".

Portable callsigns are sorted to the base callsign. For example, DL/W1ABC would be sorted to the A letter.

Cards for callsigns not in the USA first call area are bundled into one separate group. This includes calls like AL1A which is the Alaska bureau and AM1A which is Spain as well as any other US or DX QSL cards that are not for the first US call area. This bundle should be labeled "missort" or "other".

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Cards are bundled by letter groups using two elastic bands, both width and length around the bundle.

Cards should be oriented in the same direction as they are bundled to make it easier for the Letter Sorter.

The bundle is identified with a letter marker slip of paper or a sticky note indicating the letter of the bundle.

The cards in the bundle should be quality checked for any sorting errors.

The bundles are packed back in the box. The order of the bundles is not important,

If the presorter is also a Letter Sorter, cards for that letter are retained by the sorter. Cards may also be delivered directly to a Letter Sorter only if that can be done in a secure and prompt manner.

The boxes are then hand delivered to the Presort Manager..

## References

[W1 QSL Bureau Web](#)

Presort Manager – Eric Williams KV1J

Letter Sort Manager – Dennis Egan W1UE

## Revision History

Revision	Description of Change
14-Jan-2013	Initial revision
1-Sep-2013	Added letter marker slips
18-Apr-2014	Updated box information, added return receipt
5-Dec-2022	Eliminated mailing of the boxes