



## How can I combine mailings to the same address in a single envelope?

DocuSend's merge feature permits you to upload two or more files with identical addresses and combine them in the same envelope.

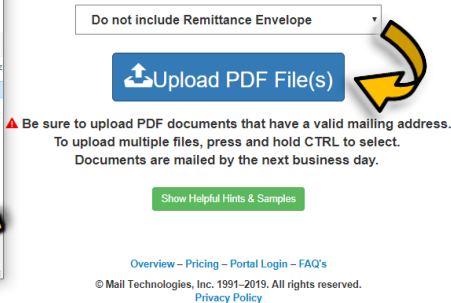
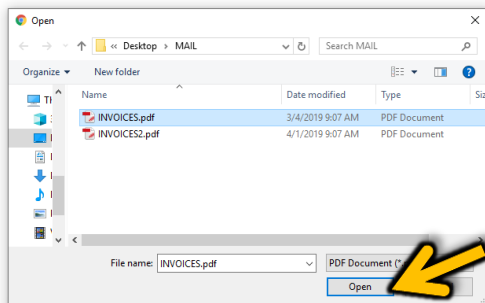
In order to use this feature, you will need to be logged in.

### Upload PDF documents one by one

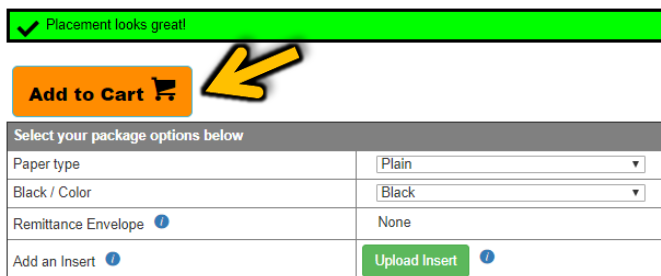
- Go to the DocuSend upload page.
- Select "Include Remittance Envelope" or "Do Not Include Remittance Envelope."
- Now click "Open."



Before you get started, would you like to include a remittance envelope with your document(s)?



- Click "Add to Cart."



***Faster than buying a stamp!***



- Upload the next PDF document.



Before you get started, if you'd like to change your default remittance envelope option, change it below.

Do not include Remittance Envelope

**Upload PDF File(s)**

**Be sure to upload PDF documents that have a valid mailing address.**  
To upload multiple files, press and hold CTRL to select. Documents are mailed by the next business day.

[Show Helpful Hints & Samples](#)

Overview - Pricing - Portal Login - FAQs  
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- Click "Add to Cart."

✓ Placement looks great!

**Add to Cart**

Select your package options below

Paper type	Plain
Black / Color	Black
Remittance Envelope	None
Add an Insert	<a href="#">Upload Insert</a>

You will see this yellow message that informs that duplicate addresses were detected in your upload. If you want to merge the files, click the link labelled "Click here."

[Start Over](#) Note: Once submitted, your order can not be retrieved, modified or deleted. After reviewing, select your payment option.

**Save more money by mailing in same envelope.** [Click here](#)

Review PDF	Date	FileName	Paper/Ink	Remit	Env Mailed	Add'l Pages	Emails	Inserts	Total Pages	Amount	Action					
55592	04/29/19 13:36	INVOICES.pdf	Plain /Black	No	51	0	0	0	51	\$40.80	<a href="#">Delete</a>					
55593	04/29/19 13:39	INVOICES2.pdf	Plain /Black	No	51	0	0	0	51	\$40.80	<a href="#">Delete</a>					
<b>Sub-Total</b>																
											102	0	0	102	\$81.60	
<b>Upload Batch Fee</b>															\$0.50	
<b>Total Due</b>															<b>\$82.10</b>	

**Faster than buying a stamp!**



You will see this once you select "Click here":

Merging Individual Invoices, Please Wait.



Documents with identical mailing addresses will be merged, and the amount due will be adjusted.



[Start Over](#) **Note:** Once submitted, your order can not be retrieved, modified or deleted. After reviewing, select your payment option.

Review PDF	Date	FileName	Paper/Ink	Remit	Env Mailed	Add'l Pages	Emails	Inserts	Total Pages	Amount	Action
55592	04/29/19 13:36	INVOICES.pdf	Plain /Black	No	51	51	0	0	102	\$44.88	Delete ✕
Sub-Total					51	51	0	0	102	\$44.88	
Upload Batch Fee ⓘ										\$0.50	
Total Due										\$45.38	



When ready, enter payment information, and you're done.

***Faster than buying a stamp!***

