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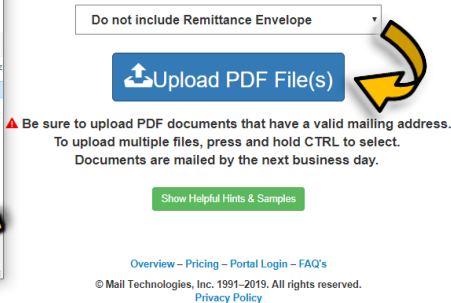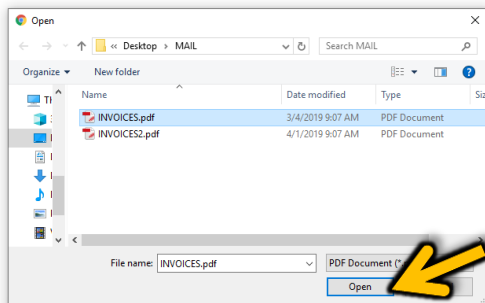
In order to use this feature, you will need to be logged in.

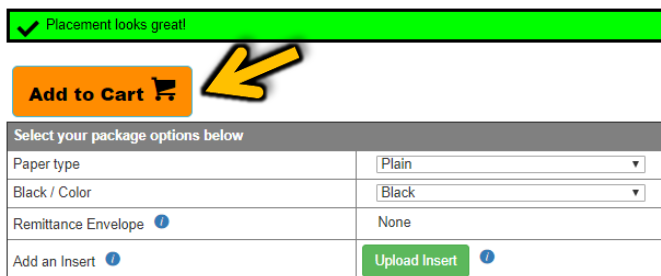## Upload PDF documents one by one

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

- Click "Add to Cart."

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- Upload the next PDF document.

- Click "Add to Cart."

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."

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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.

DocuSend®
Cloud-Based Mailroom

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 ℹ										$0.50	
Total Due										$45.38	

Note: Once submitted, your order can not be retrieved, modified or deleted. After reviewing, select your payment option.

↻ Start Over

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

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