MAILING SERVICES

1. Receive the list from the customer
   - Align mailing columns
   - Delete unnecessary information

2. Run list through NCOA System and CASS
   - Update list with the National Change of Address System
   - CASS — Improve delivery through standardization

3. Fix addresses
   - JOHN DOE
     - 100 MAIN ST - ROOM 1

4. Remove duplicates
   - Exact name and address match
   - Other options available

5. Sort & Process list
   - Determine mail class
   - Presort for discounted rate

6. Submit mailing paperwork to USPS electronically

7. Create & Print tray tags

8. Print addresses on mailing pieces

9. Job Quantity
   - Adjust the job to reflect the mail quantities

10. Mail your piece
    - Post office picks up at 11:30AM and PFL drops off at 4PM