MAILING SERVICES BEHIND THE SCENES

PFL

Receive the list from the customer

- Align mailing columns
- Delete unnecessary information

Run list through NCOA System and CASS

- UPDATE LIST WITH THE NATIONAL CHANGE OF ADDRESS SYSTEM
- CASS — IMPROVE DELIVERY THROUGH STANDARDIZATION

Fix addresses

FIRST NAME	LAST NAME	ADDRESS 1
JOHN	DOE	100 MAIN ST - ROOM 1

FIRST NAME	LAST NAME	ADDRESS 1	ADDRESS 2
JOHN	DOE	100 MAIN ST	STE 1A

Remove duplicates

- EXACT NAME AND ADDRESS MATCH
- OTHER OPTIONS AVAILABLE

Sort & Process list

- DETERMINE MAIL CLASS
- PRESORT FOR DISCOUNTED RATE

Submit mailing paperwork to USPS electronically

Create & Print tray tags

Print Addresses on mailing pieces

Job Quantity

ADJUST THE JOB TO REFLECT THE MAIL QUANTITIES

POST OFFICE

Mail your piece

POST OFFICE PICKS UP AT 11:30AM AND PFL DROPS OFF AT 4PM