



Cost Reductions Through Better Mail Services

2014 DES Training Conference & Trade Show

*Presented by Jim Bradley and Kim Taylor
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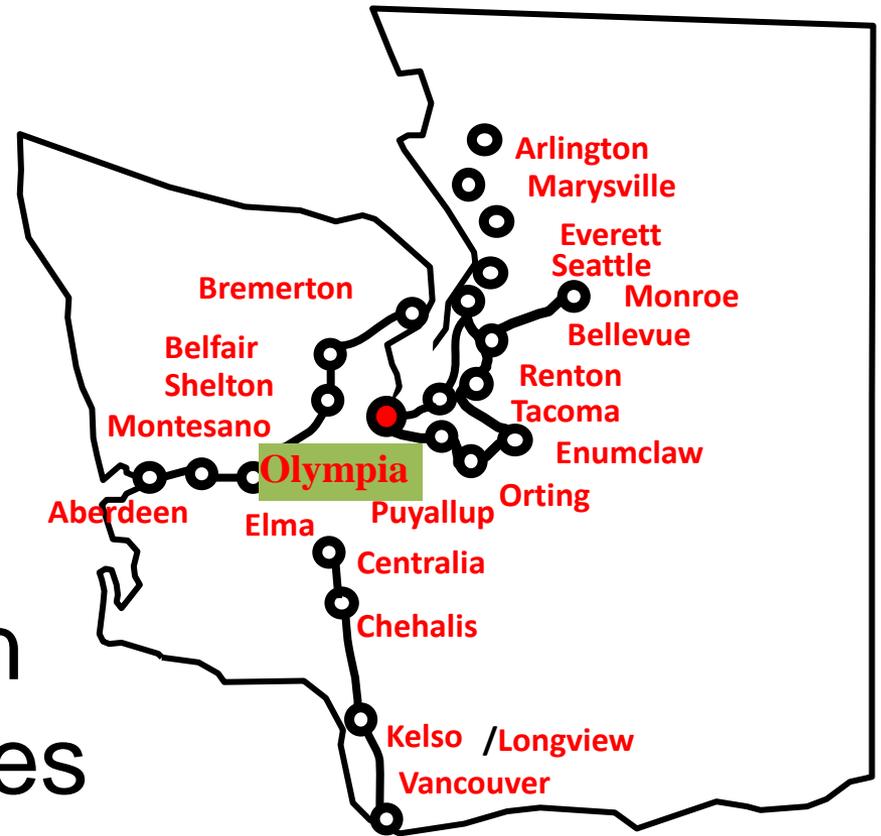
Who is Consolidated Mail Services (CMS)

CMS is a full service mail provider for state agencies, counties, cities, and other public entities.



Distribution

- Next day delivery to over 724 unique customer locations
- 16 scheduled routes, 1800 miles
- 1100+ stops daily in 45 cities/10 counties



Campus Mail Services

- Sorting and delivery of interagency mail
- Secure chain of custody in the state system.
- Tracking capability



Outgoing Mail Services

- USPS and FedEx
- Metering
- Postage discounts
- Extra Services – Certified, Registered, Express, Priority, Insured, Electronic Return Receipt, etc.



Presort Services

- Postage discounts on 1,2 & 3 oz letter mail
- Postage discounts on flats up to 13 oz.
- Address verifications and updates



Inserting, Mailing Preparation, and Special Services

- Inserting with track and trace capabilities
- Folding, inkjet addressing, labeling, tabbing, bursting, and trimming
- Supply ordering and warehousing of envelopes and inserts
- State Standard Envelopes



Other CMS Services

- Consulting services
- Incoming Mail Delivery
- X-Ray Services
- Training and Tours



Savings Testimonials

- Over \$21 million in postage savings since 2005
- Over \$324,000 in Certified Mail Savings



Savings Testimonials (con't)

- Over \$200,000 in savings through technological advancements
- Over \$800,000 in consolidation savings



Savings Opportunities

- Campus Mail Services
- Look Up Tool
- Presort Services
- FedEx Ground



Savings Opportunities (con't)

- Electronic Return Receipt
- Let CMS do the work
- State Standard Envelopes



CMS Website

www.des.wa.gov



HOME
welcome

SERVICES
what we do and provide

ABOUT
who we are

CONTACT
get in touch with us

[home](#) > [services](#) > [printing & mail](#) > [mail services](#)

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Go

Mail Services

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[Contact Mail Services](#)

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[Getting Started](#)

Mail Services

About Mail Services

- [Contacts](#)
- [Customer contract](#) (Contract number 01214)
- [Map and directions to our facility](#)

Mail pickup and delivery

- [Delivery route map](#)
- [Look up a PO Box/Mail Stop or delivery schedule](#)
- [Mailing Instruction Form or "Pink Slip"](#)
- [Sending and receiving mail](#)
- [Order mail supplies](#)
- [Certified Mail with Electronic Receipt Request \(ERR\)](#)

Mailing tips and guidelines

- [How to use the Mailing Instruction Form or "pink slip"](#)
- [Postal regulations regarding window envelopes](#)
- [First Class Presort flats guidelines](#)
- [Mail guidelines](#)
- [State document and mailing standards](#)

Inserting and mailing preparation



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Thank you

Questions?

