

Consolidated Mail Services News and Updates

CMS customer training and plant tour

Consolidated Mail Services (CMS) offers a half day customer training and tour that will answer your mailing questions and provide innovative cost saving ideas for all the different types of mail you send. Register by calling (360)586-0457. Upcoming training dates are:

- April 28, 2015, from 9 am to noon
- July 23, 2015, from 9 am to noon
- October 15, 2015, from 9 am to noon

Opportunities to save

Is your agency looking for saving opportunities in the new biennium? Here are some ideas to help you save time and expense in mailing.

Presort letters

CMS presorts letters weighing up to three ounces. Customers can potentially save more than 30 cents on qualifying letters.

Weight	Meter rate	Presort rate	Savings
1 ounce	\$0.485	\$0.391	\$0.094
2 ounce	\$0.705	\$0.391	\$0.314
3 ounce	\$0.925	\$0.651	\$0.274

To take advantage of these savings, be sure to correctly format and address your letters according to [USPS standards for automated mail](#), and check the correct box on the [pink slip](#).

Organize your mail

Customers that make use of the presort service can receive discounts, but CMS and USPS presort equipment generally can't read mail with handwritten addresses. To save time and resources, use printed addresses when possible. Otherwise, separate mail addressed by hand to avoid additional handling and fees.

Have CMS prepare it for you

If you have regular mailings or need to send a large communication, consider coordinating with [CMS](#) to have your mail prepared, stuffed and mailed without using your agency's staff time. CMS will work with you to ensure your mailings are fashioned for optimal savings.

To find more ways to save when mailing -- including [presorting flat-size mail](#) or utilizing [electronic signature services](#) -- please contact CMS Customer Service at (360) 664-9507.

Post Office requires a barcode on certain types of mail

To increase automation and integrity, the USPS requires a new label ([USPS Label 400](#)) on the following types of mail:

- Priority Mail
- First Class Packages/Parcels
- Standard Post / Library Mail / Media Mail

You don't need to change how you're currently mailing -- CMS will apply the labels to mailpieces requiring them. However, if you wish to make use of the service, you can apply the label yourself, keep a record of

Updates from scans include arrival and departure information as well as the date and time of delivery or attempted delivery.

Customer kudos

CMS works hard to bring state agencies, and taxpayers, the best value in mailing costs. It means a lot when we hear positive results from a customer:

"Thank you, (CMS tour-guide) Jim for the amazing tour. You were great and we all learned a lot. The information you provided will help us in 'Leaning' our mail process. We greatly appreciate you for taking the time from your day to teach us." -- Department of Early Learning Mail Lean Team

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