



## Consolidated Mail News and Updates

### Stay alert

Although they are rare, mail security threats are real. CMS takes extra precautions, including X-rays, to ensure mail is safe. Employees at state agencies who handle mail should also be aware of best practices in handling incoming and outgoing mail. [Learn more.](#)

### CMS welcomes Customer Services Specialist Stacey Daniels

Stacey Daniels has joined the CMS team as their new customer service specialist. Stacey comes from Lemay Inc., where she dispatched a fleet of 70 recycling and refuse trucks. At CMS, Stacey is part of a customer service team that provides guidance and consulting services for agencies to find the best value for their mailing needs. She can be reached at (360) 664-9505, or [Stacey.daniels@des.wa.gov](mailto:Stacey.daniels@des.wa.gov).

### Use CMS consulting services to best meet your mailing needs

CMS customer service representatives offer consulting services that can help your agency save resources and allow state employees to focus on their core business functions. Recently, CMS has helped agencies by:

- Replacing costly courier services with existing CMS mail routes.
- Absorb mail metering services, ending leases of agency metering machines.
- Working with agencies to get their insert material onto high speed insert equipment.
- Qualifying customers' letters and flats for discounted postage rates.

[Learn more about mailing tips and guidelines.](#)

### State agencies save with FedEx

There are several options to choose from for package shipping services. Because FedEx holds the state contract for small package services, their rates are lower than other competitors. When looking for a shipping service, agencies can save money by calling CMS first.

### Are you using your pink slip account?

The beginning of a new biennium is a good time to review your program's open outgoing mail accounts/[pink slips](#) and determine if changes could be made. If you have pink slip accounts you no longer use, CMS can work with you to close them. Call CMS Customer Service, (360) 664-9507, for more information. Remember, when you close an account, recycle all those old pink slips.

### Remember to include your P.O. Box or mailstop number in your address

Whether your receiving mail to your P.O. Box from USPS, or packages to your physical address, it's always helpful to include your P.O. Box number to ensure a timely delivery.

Receiving package deliveries from FedEx or UPS

CONSOLIDATED MAIL SERVICES  
JOHN DOE  
616 CHERRY ST SE  
P.O. BOX 41050  
OLYMPIA, WA 98501

Receiving mail to your P.O. Box

CONSOLIDATED MAIL SERVICES  
JOHN DOE  
616 CHERRY ST SE

P.O. BOX 41050  
OLYMPIA, WA 98504-1050

**Reminder:**

If you are looking for a specific PO Box or mailstop number, you can find it by using our handy [lookup tool online](#).