



CMS News and Updates

Customer training and tour event October 15

CMS is hosting a training and tour for customers October 15, 9 a.m. to noon. This presentation covers mail guidelines and features a guided tour through the [CMS facility in Olympia](#). Space is limited and registration is required. To register, please contact CMS Customer Service at (360) 664-9505.

CMS welcomes Brion McCoy to the team

Brion McCoy has recently joined CMS as a management analyst and will be the main contact for billing questions. Before coming to CMS, Brion served at the Department of Licensing for 10 years as an excise tax examiner after one year as an office assistant in the DOL mailroom. Brion has a graduate degree in management and strategy and is a certified Lean Six Sigma Green Belt. In his spare time, he enjoys spending time with his family and his dogs, playing in his band and coaching softball and basketball for the Special Olympics. He can be reached at (360) 586-1947 or Brion.McCoy@des.wa.gov.

Planning ahead

In the coming months, many agencies will have monthly, quarterly and annual mailings occurring simultaneously. CMS is currently ramping up for this busy production time. Last December and January, CMS inserted documents into nearly 9 million envelopes!

With this in mind, we encourage you to plan ahead and schedule print and mail jobs early. Remember to factor in holidays and potential transportation delays caused by inclement weather. Last minute jobs can mean higher postage costs. For more information or to schedule a job, contact CMS Customer Service at (360) 664-9507, or [visit our website](#).

Reminder: Have personal packages delivered at home

With holidays approaching, it is tempting to have packages delivered to the workplace, but this can actually lead to higher costs for your agency. Now is an excellent time to remind employees to [refrain from using state resources](#) to receive personal mail.

DES print and mail services to present at the 2015 Training Conference and Trade Show

[The 2015 DES Training Conference and Trade Show](#) is an opportunity to learn about DES services and using master contracts. The CMS, Printing & Imaging, and Production Services team will give a presentation on innovative mail solutions to reduce cost and risk. The presentation is at 9:45-10:45 a.m. on November 5 at the Greater Tacoma Convention and Trade Center. [Online registration for the trade show is open until October 13.](#)

Share the envelopes

Are used campus envelopes stacking up in your office mailroom? CMS can help. If your office has more campus envelopes than it can use, we can redistribute them to state agencies that don't have enough. Please send excess envelopes to mailstop 41050 so CMS can supply other agencies and reduce the need for envelope purchases.

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