



CMS News and Updates

Featured service

Presort mail and flats

Consolidated Mail Services offers discounted postage on your First-Class letter and flat-size mail. Our presort option offers savings on qualifying material. Your mail might already qualify or be just one or two quick adjustments away from doing so. Visit the DES website to learn about [sending and receiving mail](#) and [First-Class presort flats guidelines](#) in more detail.

Did you know how you format an address can have an impact on cost and delivery time of your mail?

To address your envelopes and flats properly, follow these guidelines:

- Format all lines of the address with a uniform left margin.
- Uppercase letters are preferred on all lines of the address block.

MR JOHN DOE
123 MAGNOLIA ST APT
HEMPSTEAD NY 11550-1234

Benefits

Using this format allows your mail to be machine readable which makes you able to take advantage of discounted postage rates for presort letters and flats, and avoid the possibility of delay or returns.

State Standard Envelopes can save taxpayer dollars

CMS has partnered with the DES Printing & Imaging program to increase the stock of State Standard Envelopes, allowing agencies to simplify envelope purchasing and reduce mailing costs throughout state government. These envelopes are chosen specifically for their capacity to easily accommodate a wide range of state mailings and still qualify for postage discounts. To learn more or to order State Standard Envelopes, call CMS customer service at (360) 586-0457.

Save the date

Consolidated Mail Services offers a half-day customer training and tour that will answer your mailing questions and provide great cost savings opportunities for the varying types of mail you send and receive. Upcoming dates are July 21 and Oct. 20. The trainings fill up fast. Call (360) 586-0457 to register if you would like to attend.

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.

Dates to remember

July 21 -- Training

To register, call (360) 586-0457

September 5 -- Labor Day

October 20 -- Training

To register, call (360) 586-0457