STATE MAIL & DISTRIBUTION SERVICES

Semi-Annual Newsletter

FY11 Period 1

Recap from the Last Mail User's Forum

The new format for the Mail User's Forum was a success. It did two things well. First of all, all new information and training was introduced to all who attended Session I and then in Session II we were able to return to some previously covered topics. We will continue to use the new format as outlined below.

2:00 p.m. Introductions, general announcements and other misc. items of business.
2:15 p.m. Session I—Training on any new USPS and State Mail developments including new rates and requirements.
3:00 p.m. Break and tour of State Mail facility.
3:30 p.m. Session II—Training on previously covered topics including shape based mailing, tabbing, automation compatible, etc.
4:15 p.m. Final question and answer period.

Session I we discussed new customers, the new Mail User's Guide, USPS rate changes, Move Update and Full Service IMB.

Session II covered basic mail design principles and services provided by State Mail & Distribution Services.

Next Quarter's Mail User's Forum: "USPS Droop Test, FedEx Ground Overnight Service and a Self-mailer workshop."

Session I will cover the new tracking procedures for Archive box transfers, the USPS' new 'Droop Test', FedEx Ground overnight service and BRM re-design.

Session II will cover tabbing and self-mailer design as well as a workshop for other mail design questions provided by the attendees.

As always everyone is invited to attend.

Mail preparation tip:

Flat size envelopes can be presorted if they follow proper addressing format requirements and don't have brad metal enclosures. Presorting Flats are done on a contract with a guaranteed $0.05/piece discount for any that qualify.

Next Mail User's Forum:

Sept. 21, 2010 2 p.m.—4:30 p.m.
State Library Rms. 218—219
250 North 1950 West Ste. A
Salt Lake City, Utah 84116