

## Operations - Mail Sorting Services

### Mail commingling

Any mailer with First Class or Standard Class mail can commingle. We analyze and sort the prepared mail we receive to determine which is to be commingled. Multiple streams of prepared and presorted mail are commingled into one stream to achieve better postal qualifications. The result is lower postage costs for individual mailers who may not otherwise qualify for the deeper discounts and faster delivery times

### What mail can be commingled

- Various formats in different shapes and sizes
- Metered, stamped or indicia mail
- Profit and non-profit mail

### Commingling Options

- MLOCR 11-digit barcode spraying (carrier route level)
- Fast-Forward
- Daily pickups from your facility

### First Class Mail

- Inserted mail is analyzed and sorted to determine which mail can be commingled.
- Commingled mail is delivered to our Post Office. USPS postal verification substations and MERLIN mail piece verification equipment are located on-site at Access.

### Standard Class Mail

- Prepared mail, already sorted to a zip code and BMC level, is analyzed.
- Fully qualified mail is consolidated with other mailers for drop shipping.
- Mail that does not qualify for a full BMC drop is commingled to increase BMC and SCF penetration on all volumes and makes it even more efficient.
- Additional standard mail volume, which we receive or pick up from other major mailers, is added to our mail for greater efficiency.

### A.T.L.A.S. – Access Transportation and Logistics Appointment System

- A.T.L.A.S. software manages mail consolidation for Standard Class Mail drop shipment.
- Provides online appointment management and tracking, and analyzes mail schedules and volumes to produce maximum cost efficiencies and mailing discounts.
- Analyzes, sorts and groups Standard Class mail to achieve entry point postal discounts and delivery.

### Postage Payments

All mail is balanced and documented with postage payment and delivered to the Post Office on site or, in the case of standard mail, delivered directly to the BMC. Postal verifications are sent to clients by fax, email or posted on our secure Internet website.

### TrackMyMail

Track your mail through the postal system using PLANET™ code technology – a small code bar that is printed on your mailings that lets you track mail to its final destination. The system generates status reports so you know when your mail is delivered or delayed.