

## Operations - Transactional Mail

### Client Specifications

**Client needs – whether for volume or transactional mail – initiate the mail process and set the parameters in which we create the optimal mail processing and production plan.**

Client specifications, from the simplest to most complex, is submitted to Access along with corresponding variable text. Matrices and data can also be delivered online. Data often needs to be calculated and possibly summarized in the process. Our client service team reviews the specifications with production and operations, and a strategy is set out to achieve maximum cost and delivery efficiencies. The client specifications and data are then incorporated into our production technology.

Client information and project profiles are entered into our system. This includes:

- Project information – package specifications, client approval process, drop dates or schedules
- Print inventory – source and quantity of client-supplied components
- List information – sources, segmentation
- Content – messages, logos, signatures and data

### Administration System

**Access Direct Systems is the industry leader in workflow tracking, providing detailed reports and schedules to control projects cost efficiently, and ensure quality control.**

The administration system sets up the parameters which control the execution of the production process. Production orders are established from the client specifications and controlled by the administration system, which automatically links to the production system.

#### ● Inventory

All receivings are checked against orders in the administration system for accuracy before being posted to inventory. The inventory system ensures all components to produce a mailing are on premises, and initiates purging of unused materials.

#### ▪ M.O.S.S.

is a software program that reduces printing costs through predicting inventory requirements using a curved mathematical equation.

#### ● Project Tracking

The Administrative System monitors the production flow and facilitates electronic acknowledgement to the customer at critical points in the process: Information is returned via fax, e-mail or the use of our **Web Tracker** technology via a secured Internet website for viewing by clients in real-time, providing a closely monitored, auditable environment.

- Receipt of data
- Balancing of the data
- Postal verifications and reconciliation
- Inventory management reports