



# THE ULTIMATE MAIL PREP CHECKLIST

There may be missing pieces in your mail prep process. Check for these costly gaps before you prepare another, invoice, statement, shipment or notice!

## Preparing your mail

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- Are you paying full price for postage?** There are a number of ways your business can save on postage. Using a **postage meter** will save you 9% on each mail piece.
- Are you manually prepping your mail?** If you're still grouping, sorting, folding and stuffing by hand, there's a better way! You can save time and costly resources with a **folder inserter**.
- Do you shop for the best rates on Priority Mail?** You can save up to 40% when you use **shipping software** to send with Priority Mail®. Select the lowest cost with the click of the button.
- How do you protect customers' data?** We're all responsible for protecting customers' personal identifiable information (PII), even through mail. Avoid costly fines by preparing mail securely **using barcodes**.

## Sending your mail

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- Are you paying retail rates for certified mail?** You can send Certified Mail® with Return Receipt **online** and save up to 43% on the cost! Plus you'll get advanced tracking and storage.
- Do you need to get invoices paid faster?** You're 1.5x more likely to get paid if you send an invoice the day you complete service! Mail management **software** speeds up mail prep, saves money and improves cash flow.
- Is your mail ever late or returned as undeliverable?** The real cost of late or returned mail can be as much as \$25-\$50 per mail piece. Reduce the financial burden of undeliverable mail with **address correction software**.
- Do you presort your mail by zip code?** It's easy to presort your mail by ZIP+4 using **mail management software**. Doing so will add automation to your process and qualify you for deep discounts on your postage.

Need help finding your gaps and ways to save money on mail prep? Contact a Quadiant specialist!

**CONTACT US**

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