



Mail Services

Cost-effective processing and delivery solutions



Full-Service Mail Solutions

Finding opportunities to reduce postage expenses within the United States Postal Service® delivery system requires detailed knowledge and long-term experience. NCP's USPS® approved mail facilities have long made sending documents and correspondence cost-effective. Our clients have direct access to tools and services which include:

- In-house Pre-sorting, Zip™ Sorting and Commingling Services
- Address Hygiene
- Inkjet Addressing
- Return Mail Processing

We also offer direct access to the main line of USPS services, including:

- NCOA^{Link}® Service
- ACS™ Service
- USPS Certification in Mailpiece Quality Control (MQC)
- PostalSoft CASS Certified™ and PAVE™ Certified Mailing Software
- Lockbox Auditing
- Mail Tracking
- Change of Address

Address Hygiene and Move Update

The ability to maintain current address records for time-sensitive customer communications is critical. With more than 40 million estimated moves made by Americans each year, this process can be both challenging and costly. This is compounded by more stringent postal regulations which require mailers to cleanse address records a minimum of 95 days prior to mailing. At NCP, our solutions enable clients to achieve these goals while leveraging the expertise and savings of a full-service mail processor.

NCOA^{Link}® Service

Licensed and certified by the USPS® to improve mail deliverability, NCOA^{Link} service provides mailers with current, standardized, delivery-point addresses for individual, family and business moves before the mail enters the mailstream. NCOA^{Link} processing is an approved method to meet Move Update requirement. This service also enables mailers to:

- Automate address updating processes
- Reduce undeliverable-as-addressed (UAA) mail
- Prevent costly re-mailings
- Speed communications to market
- Improve cash flow
- Increase marketing opportunities



Inkjet Addressing

Under current market conditions, companies struggle to find the right balance between economical customer communications and timely, relevant messaging that gains attention and spurs action. Inkjet Addressing is a cost-effective, yet, high-quality addressing solution for virtually all common mailing materials. The flexibility of Inkjet Addressing supports:

- Variable printing of text and graphics
- USPS® barcodes, including Intelligent Mail® barcode
- Spot-color processing, with up to 600 dpi resolution
- Quick turnaround to speed communications
- 360° degree print rotation of text, graphics and barcodes

Monitor the Mailstream

Mailers of time-sensitive, critical documents often suffer loss of control once these communications enter the mailstream. At NCP Solutions, we offer a suite of mail tracking solutions that enable businesses to effectively monitor the status of mission-critical documents as they progress through the mailstream.



Payment Tracking

Remove the guesswork from your accounts receivable process with Payment Tracking. Our statements and coupon books bear postal barcodes that allow the USPS® to track payments once they enter the mailstream. Payment Tracking offers:

- Improved cash management
- Streamlined collection efforts
- Reduced outbound calls
- Avoidance of late notices
- Identification of delays in mailstream
- Fact-based justification for assessment of late fees

Lockbox Auditing

NCP makes it easy for companies to better manage lockbox auditing and fully track the progress of payments through the mailstream to the point of posting to the customer account. Our Lockbox Auditing services provide clients with accurate, near-real-time reports on the timeliness and performance of their lockbox service providers. Independent lockbox audits eliminate any bias in the monitoring and reporting of processor performance. This solution empowers you to make fact-based decisions relative to accounts receivable and cash flow management.

Certified Mail

Know with certainty that your mailpiece reached its destination by applying Certified Mail™ service to Priority Mail® or First-Class Mail®, which includes letters, envelopes and small packages. Mailers of certified packages receive:

- Receipts stamped with the date of the mailing
- Unique article numbers to verify delivery
- 24/7 access to delivery information using the USPS Track and Confirm® service



Electronic Return Receipt

Electronic Return Receipt is an economical digital option to traditional Return Receipt service. It provides organizations with legal proof of delivery, including delivery date, digital image of recipient's signature, actual delivery address and 24/7 access to Track and Confirm at www.usps.com. Electronic Return Receipt also makes it easier for businesses to meet security and compliance requirements by providing seven-year document archival.





Return Mail Processing

Often a manual and time consuming process, return mail also bears the burden of increased printing and mailing costs, delayed receivables or missed opportunities. Effectively manage and reduce return mailpieces through our strategic partnership with Return Mail, Inc., so you may:

- Locate hard to find recipients
- Reconnect with lost customers
- Enhance customer service
- Improve cash collections
- Increase your bottom line

Further enhance your document delivery with additional print, mail and electronic services:

Electronic Services

- ePresentment & Payment
- Job Tracking and Reporting
- Document Archiving
- Collateral Management
- Collaborative Document Management

Marketing Communications

- Postcards & One-to-One Marketing
- Collateral Management
- Print on Demand

Transactional Communications

- Statements & Invoices
- Payment Coupon Books
- Checkletters & Convenience Checks
- Letters & Compliance Documents

About Us

For over 35 years, clients have relied upon our industry-leading expertise to optimize the effectiveness of their critical business communications. Leaving nothing to chance, NCP operates two separate production facilities where accuracy, security and reliability serve as the cornerstone of service delivery; freeing clients to focus on core business needs. Let us demonstrate how our advanced solutions can adeptly address your communications challenges.

Corporate Headquarters

5200 East Lake Blvd.
Birmingham, AL 35217-3546
205.421.7004

www.ncpsolutions.com

