

Postal Sorting

Automatically sort and validate addresses for postal discounts



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Reliable & Efficient Mail Deliveries with FabSoft's Postal Sorting

Using incorrect address information when processing orders, sending out invoices, shipping product, etc. can waste resources and cause delays that severely effect business operations. There are over 44 million address changes and 1.8 million new addresses created each year, making it difficult to know if address lists are current. FabSoft's Postal Sorting* eliminates this worry by utilizing address quality services to provide immediate verification and automatic correction of all addresses on forms. Postal Sorting will verify the accuracy of the address, standardize the data using USPS preferred spellings and abbreviations and add the correct nine-digit ZIP code and POSTNET barcodes. Mail is also automatically sorted according to USPS requirements. Performing all of these actions speeds up delivery and ensures maximum postal discounts of up to 9.5 cents per mail piece. Additionally, FabSoft's Postal Sorting will match addresses against the change of addresses that are on file with the USPS. The database maintains change of address information for people and businesses that have moved within the past 48 months. This feature lets you avoid delays from the regular USPS mail-forwarding process and updates your database with your clients' current addresses.

FabSoft's Postal Sorting maintains the most up-to-date USPS certified postal data available. Change of address information is downloaded on a weekly basis; and any new ZIP code, street, city, and other major changes are updated from the USPS - guaranteeing that the validations and corrections made are the most recent and reliable in the industry. This enables organizations to confidently proceed with all of their vital business deliveries.

Inefficient Mailing Process WITHOUT Postal Sorting

In a healthcare environment, patients must complete forms with their information upon arrival. The written information is then used by Accounts Receivable to generate an invoice that will be mailed to the patient's home. The information written on these forms is not always easy to read, and there is a possibility that a patient may accidentally omit important data. If incorrect address information is used to mail the invoice, it could take up to several weeks until the invoice is sent back to the hospital and the error is discovered. At this point, the Collections Department would already be involved since it is assumed that the patient is neglecting payment - but actually, the patient never even received the invoice. By the time the issue is resolved, valuable time and money are already lost due to involving the Collections Department, tracking down the correct patient information, and having to reprocess and re-mail the invoice to the patient.

Efficient Mailing Process WITH Postal Sorting

Upon printing your forms, invoices, direct mail campaign, etc, addresses are sent to a website where each address is validated and sorted. Incorrect addresses are intelligently recognized and corrected. Common issues are detected, such as when someone moves, if a street name changes, a common misspelling occurs, or when to provide a standard abbreviation. As each address is validated, it is assigned with mailing industry information codes (ZIP Codes, Delivery Point, Carrier Route, Line of Travel, etc.) and sorted. This expedites delivery and qualifies it for USPS mail automation discounts of up to 9.5 cents per mail piece.





ROI with Postal Sorting

According to the USPS, 3% of non-automated mail is returned as Undeliverable-as-addressed.* At that rate, if a company was mailing 100,000 invoices, 3,000 of those invoices would be returned. The company would then have to research the correct addresses, update their records and re-print and re-mail the invoices. An employee could spend as much as 5 minutes handling each mail piece, resulting in up to 250 hours to process the 3,000 invoices. At an average pay rate of \$10 per hour, a company would lose \$2,500 in administrative costs. Additionally, the company would lose approximately \$900 from re-printing the invoices, as well as \$1,230 in postage costs. All together, the company would lose \$4,630. With FabSoft's Postal Sorting, the company would not have to face these costs since 0% of mail is returned.

*Based on average UAA mail volume percentages reported in the USPS® Undeliverable-as-Addressed (UAA) Mail Cost Study Executive Summary. Postage calculated based on First-Class Mail™ rate for nonautomated mail @ 41¢ per mail piece.

Benefits

- Addresses entered are verified as soon as they are keyed, eliminating costly keying errors and ensuring valid address data.
- Database is USPS certified and maintains change of address information for people and businesses that have moved within the past 48 months.
- Maintains the most up-to-date postal data in the industry, with change of address information updated on a weekly basis.
- Changes or additions of ZIP codes, city information, street names, etc. are downloaded from the USPS.
- Addresses that could not be fixed are automatically taken out of the print run.
- Eliminate the costs from re-printing and re-mailing returned mail.
- Reduce manpower hours by ridding the need to sort through undeliverable mail.
- CASS-Certified mail qualifies for greatly reduced postage costs.
- Save up to 9.5 cents per mail piece - a mailing of 10,000 pieces would save \$950!
- Accelerate delivery for time-critical mail by assigning mail industry codes to addresses.

About FabSoft's Reform®

Postal Sorting is an additional component of FabSoft's core product, Reform. Reform streamlines business workflow by automating document management, enhancement, and distribution. Reform can capture documents from the Host System, scanned from a device, or printed from a user's application. Addresses on these documents are verified with FabSoft's Postal Sorting and can then be automatically distributed to printers, fax, email and archive systems. Additionally, documents can be routed to FabSoft's other solutions, such as Document Authority Control for approval processes and Tag Doc for management of outgoing and incoming paperwork. FabSoft offers various solutions that are flexible enough to improve the processes of any organization, despite what their needs may be.

Postal Sorting requires FabSoft's Reform® Enterprise and a minimum of 500 mail pieces. Other requirements may also apply depending on desired workflow.