



10 Ways to Reduce Your Postal Costs

1. **Group multiple documents** going to the same recipient. This reduces the number of envelopes and postage used, in addition to looking more professional.
2. With the **utilization of NCOA Link**, a CASS™ certified software vendor, you can receive real time move updates and save money on postage sent to wrong addresses, as well as reduce delivery time to recently moved recipients, as well as their returned payment to your business.
3. By **applying a correct Delivery Point Bar Code (DPBC)**, your mail will receive expedient delivery through the US Postal Service, increasing payment delivery times and increasing business cash flow.
4. **Choose the best distribution method for your documents** and customer needs. It may not always be mail. By utilizing the logic in some software, you can e-mail, fax or post to the Web documents not requiring mail delivery.
5. **USPS' CASS System™ improves the accuracy** of carrier route, five-digit ZIP®, ZIP+4®, and delivery point codes that appear on mailpieces. Utilizing CASS certified software allows you to take advantage of USPS' program that reduces the cost of postage associated with each piece – up to 30%.
6. **Benefit from bulk mail postal discounts** with as few as 200 mail pieces. Standard Mail A bulk rate discounts are available to commercial and nonprofit mailers by meeting certain size, shape, thickness, addressing and sorting requirements. Not all types of mail qualify, but a wide variety can.
7. **Folding materials down to letter size** and utilizing #10 and 6" x 9" envelopes whenever possible can result in savings of 35% to 40%.
8. **Know your carrier!** Identify your typical mailing needs (amounts, distance, urgency), and rate shop between services and carriers to identify best shipping option for your packages. Also, carriers compete for your business so negotiate rate discounts for your typical mailing needs.
9. Carriers default to most expensive delivery option, so, overnight mail not needed at 8 a.m.? Be sure to indicate 4 p.m. delivery. Overnighting Friday for Monday delivery? Utilize USPS priority mail instead and save over 75% for same result.
10. **Take advantage of USPS Priority Mail** for cross-country mailings. Packages of any weight going to any US location are a flat \$10.35 or \$4.95, when using USPS' FREE Priority Mail flat-rate boxes and envelopes, respectively. Save money on postage & packaging, and don't pay more for longer distances.