



Branded Commercial Mail Storefront for



Who is PMSI?

- 36 year old print and mail communications company providing direct mail advertising and letter shop services, commercial printing including on-demand digital printing & traditional offset, transactional statement and bill printing, mailroom outsourcing, presort commingling, data processing, fulfillment and mail list acquisition
- Located in the NC just outside of Research Triangle Park
- 2nd generation ownership
- All services under one roof
- Major USPS customer who mails 10 million+ pieces monthly

Why PMSI?

- Design processes to meet individual customers needs such as custom branded storefronts that allow total project control
- Dedicated project manager for a single point of contact
- USPS Detached Mail Entry Unit (DMEU) on-site which speeds entry of your mail into the USPS mail stream
- USPS expertise & relationships to save customers money; like NC Cooperative Extension by eliminating all of the nonprofit permits across the state and utilize our permit while obtaining nonprofit postage rates

PMSI Project Manager

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Storefront Information

- Web address is: <http://ncce.docs2print.com/>
- You will receive an email with your login username and a temporary password
- Password will initially be "ChangeMe" (remove quotes) and you will need to change it after your initial login with it
- To change your password, click on "Profile", then under Settings click "Password" where you can change it. Make sure to click "Update Password" in order for the change to be permanent

Storefront Information

- 2 types of accounts
 - Department Heads
 - Everyone Else
- The main contact at each county will be delegated Department Heads
- Only Department Heads can create new accounts
- Everyone Else (regular users) can only change their own passwords
- Users from the same location can see each others order history

Storefront Demo

<http://ncce.docs2print.com/>

Processing Considerations

- Data must be in an electronic format
- USPS regulations require move update compliance in order to obtain postage discounts
- Mail piece design must have sufficient room for USPS barcodes as well as clear areas in order to obtain postage discounts
- Mailing submitted for nonprofit postage rates must have at least 200 automated pieces
- Return address on mail piece must match what is on file with USPS

Billing & Payment

- Invoices will be emailed upon completion of the project
- Terms are NET 10 days with payment via P Card
- Email invoices will show a from address of accounting@mailpros.com
- Email will contain a link for P Card payment