

# Centralized Mail Processing

## KEY FEATURES

- Fully automated process includes letter creation, printing, folding, stuffing, metering and delivery to the post office.
- Generic letter templates are available for your welcome letter, invoices, late letters, lien letters, insurance cancellation, partial payment notices and rate increase notifications.
- All primary correspondence sent to a designated "bill to" address.
- Delinquency notices can also be automatically sent to secondary contacts.
- Letter details and electronic copy of letter are accessible in Store Advantage or Store Enterprise.
- View and reprint exact electronic copies of letters to see what information was sent to the customer.
- Undeliverable correspondence returned to the self storage site.
- Fully customizable letters available.

## KEY BENEFITS

- Reduced facility management costs.
- Improved letter management.
- Ensures correspondence is sent out on a timely basis.
- Significant reduction in paper use at the facility.
- Allows facility managers to focus on site management and customer service.

## Solution Partner

- ▶ WorkflowOne

Our centralized mail processing feature saves you time, money and hassle while optimizing your mailing efficiency.

Using centralized mail takes the burden of printing and mailing tenant correspondence off the shoulders of your site managers. Letters are always sent out on time, and you have the ability to track the date the letter was mailed and the address where the letter was sent. An electronic copy of each letter can be accessed by the site managers and reprinted or emailed to the customer.

## IMPLEMENTATION

Getting started is easy. All it takes is two simple steps:

1. First, contact your Centershift account manager to enable Centralized Mail Service.
2. And second, choose a generic template (see next page) or work with your Centershift account manager to create your own custom correspondence templates.

## SOLUTION PARTNERS

In order to provide our clients with the ideal centralized mail processing solution, we have partnered with a premier commercial mail processor.

### **WorkflowOne** [www.WorkflowOne.com](http://www.WorkflowOne.com)

WorkflowOne provides managed print and promotional marketing services for North America's most admired businesses and brands. The company's solutions enable faster time to market with significant cost savings. Utilizing a unique dual network that combines both outsource services and its own manufacturing network, WorkflowOne is able to create best-fit solutions for their clients. In addition, its core proprietary technology helps eliminate inefficiencies, enables collaboration and connects clients with WorkflowOne.

**GENERIC TEMPLATE OPTIONS****Letter:**

Dimensions: 8 ½" x 11", tri-fold

Printable area: 8 ½" x 11", less address areas

Mailed First-Class, in a standard letter sized window envelope. Letter can be up to five pages in length without additional mailing costs.

**Postcard:**

Dimensions: 5 ½" x 4 ¼"

Printable area: 5 ¼" x 3 ¾"

Mailed First-Class, folded and sealed on one side.



*“Centralized mailing has freed up my site managers to attend to customers. Our sites are no longer printing and mailing centers, they are customer service centers.”*

*Centershift Customer*

*“We used to spend the first half of every day dealing with outgoing mail. Now the only letters we print are certified letters. The electronic copy of the letter lets us email or print an exact copy of the letter that was sent to the customer.”*

*“If a customer has a question, I can tell them the day the letter was printed and mailed, just by looking in Store Enterprise”*

*Centershift Customer*

**SOLUTION PARTNER**

**Please contact the Centershift help desk now to get started.**

Centershift can help you select the best centralized mail option for your business correspondence needs.

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