






Operation/Task:	Mail Statements			Equipment:	ALL
Owner:	Mailing Services Manager	Date Created:	12/10/14	Department:	Mailing Services-Mail Entry
		Revision History:	See last page		

ALERTS (see below): Critical Step  Quality Check  Tip  Team Safety 

Purpose: This SOP/work instruction documents procedures for

Step #	Alerts	Step Description - “What to Do”	“How to Do it”	“Why to Do it”
1		Create mail statements	Utilize Windowbooks software and the mail.dat files supplied by Data Processing department *Note: All jobs that are First-Class basic will have a 3606 “dummied” up if it is not requested by the sales rep. If it is indicated, then an actual 3606 will be created and verified by the USPS.	Mail that is supplied to the USPS for mailing requires that mail statements are prepared. These are also used to communicate with clients as to what their postage will be.
2		Save mail statements	Save to a PDF format and name the file as follows: 999999_CustName_Cell_drpX_C or P.pdf 999999 – job# CustName = Client Cell = Cell name drpX = drop # C or P = complete or partial	This gives the CSRs information they need about the job by looking at the filename
3		Send mail statements	The morning after mailing, place the PDF of mail statements into client specific folders located in InterDeptFolder/ Lettershop-CSR/ Mailing statements	They need to supply information to sales and the client regarding postage and mail date as soon as possible.

Notes:

Definitions:

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format	Steve Lasher	12/10/14
Rev 2	Added Revision History table	Steve Lasher	8/1/16
Rev 3	Converted layout of form to be consistent with GLS standard SOPs	Kathy Osterberg	10/17
Rev 4	Updated to current SOP format; changed GLS to ENPOINTE if applicable; changed font to Arial; reviewed by Mail Entry Lead – no changes	Andy Jones	3/21
Rev 5	Changed instruction in step 3	Elizabeth McMullen	5/23

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Rev. Date 4/20