



# MailRoom Module

Great Spirit Systems  
developers of  
MissionBase™ & UMCDData.com™

[www.greatspirit.com](http://www.greatspirit.com)

## CASS™ Processing

- > Standardize & correct addresses according to USPS® regulations
- > Perform CASS processing on label output files to qualify the mailing for discounted mailing rates
- > Improves overall deliverability of the mailing list output assuring lower postage & better quality

## Presort Processing

- > CASS processed mailing lists can be presorted according to USPS specifications for additional postage discounts
- > All necessary USPS forms are produced by the software & can be printed or saved as a .pdf file
- > Sharing the presorting workload with the USPS adds efficiency, reduces delivery time & saves you money

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**Maximize postage savings. Reduce undeliverable mail waste.  
Avoid change-of-address notice costs.**

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## Label Designer

- > Allows predefined set selections of standard labels, or to custom design a “label” for mailing list printing
- > Free form application permitting use of various address fields into label templates for mail pieces

## NCOA<sup>Link</sup>® Processing

- > Compares mailing addresses to the USPS national change of address dataset to determine available new addresses
- > Reduces the number of mailing pieces that are returned to the sender & improves mail deliverability
- > Enables users to qualify for the maximum postage discounts available
- > Meets the USPS Move Update requirements for Standard Mail®

>>NCOA<sup>Link</sup> processing of your database is also available separate from the MailRoom Module<<

*MailRoom is a module of MissionBase™ software for United Methodist Conferences, by Great Spirit Systems.*

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