

Mailing Plan Mandatory this Month!

As of July 20, 2009, you must be producing barcoded container/bag labels as well as a mailing plan for your Addressed Admail™ and Publications Mail™ LCP mailings. This procedure is optional but we recommend it for Incentive Lettermail™ (Presort and Machineable), Machineable Addressed Admail™ and Machineable Publications Mail™. By now you should have received one or more letters and/or a personal call from Canada Post asking you to start using the system. This is a perfect time to start!

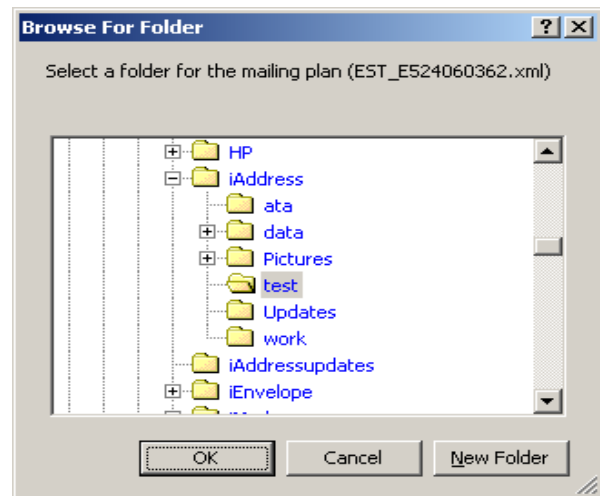
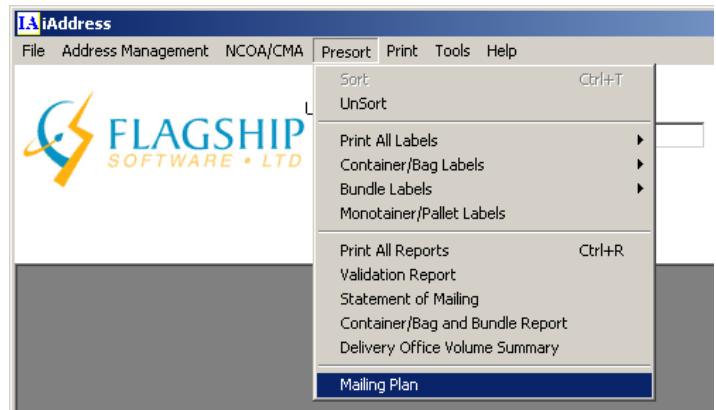
Thank you to all our customers who have been the guinea pigs for Canada Post's new EST system. Our developers have asked us to pass along their appreciation. iAddress™ users have been producing more than 50% of the live mailing plans since the system went live in January. This consistent usage has helped them test their system and make improvements with many more to come! We have passed along your suggestions for enhancements so stay tuned for an even better interface in the coming months.

Instructions for iAddress™

1. Create your job and perform any Address Management and NCOA tasks required (Correction/Validation, Duplicate Extraction, Filtering, etc.).
2. Sort your job as usual. Print the Statement of Mailing for your own records.
3. Print your Container Labels using the "Standard" or "Stackable" option or print to a pdf file. This will produce your barcoded container or bag label.



4. If applicable, print your pallet or monotainer labels.
5. If you use the Container Bag Bundle Report to check your mailings, print this now.
6. Click the Mailing Plan option. Choose a location to save the file. The filename is automatically assigned and will start with EST_.



7. Finish your job by printing labels or exporting your file. When you are done, save your job.
8. Enter the online or desktop version of the Electronic Shipping Tools.



For the online version:

After selecting your service type (e.g. Addressed Admail™), click the browse button under the header "Presort Mailing Plan". Find your file and click Open.

Once the file is loaded, fill in the blank fields and continue as usual.

For the desktop version:

After opening the application, choose the Data Maintenance drop-down menu and select the Import Machineable or Presort option. Find your file and click Open.

Once the file is loaded, fill in the blank fields and continue as usual.

Handy tip:

Your EST number will be printed on your Statement of Mailing for easy reference.

Statement of Mailing Summary

Customer Information

Customer Name (Your Company Name) Mailing on Behalf Of
Flagship Software Ltd.

Customer Number (Your number) Customer's CPC Number
Customer Num

Statement of Mailing Serial Number Office of Deposit
SASKATOON SK

Tax at 5 %

Do not display this window after the station completes

View Unrecorded
Delete Unrecorded
Exit
Print All Reports
Setup Print
Save to File
Done

Statement of Mailing

Job Name: Docket 123
Customer Name : Flagship Software Ltd.
Customer Address : 100 Fern Valley Cres
Customer Telephone Number : (905) 773-7739
Customer Number : Customer Num

Software & Version Number : iAddress - Version 4 SERP Certified
Database Valid From : 05/08/2009 To 06/11/2009
Delivery Mode Audit Code : E
Serial Number of Delivery Mode Data CD : P3102025561101
Office of Deposit : SASKATOON SK
Date of Mailing : 05/28/2009 12:00:00 AM
Run Date of Mailing Summary : 05/28/2009 01:12:00 PM

Mailing Information(C:\Program Files\iAddress\text\MSAddress.adb)
Mailing Plan File(C:\Program Files\iAddress\work\EST_ES24060362.XML)
Mailing Type : Address Admail LCP
Piece Type : Short/Long
Container Type : Lettermailer S/L

Should you have any questions about creating the barcoded labels or mailing plan, please give our Technical Support a call at 416-410-6357 extension 3 or toll-free at 1-866-672-0007 extension 3.



100 Fern Valley Crescent, Richmond Hill, Ontario, L4E 2J4

Tel: (416) 410-6357 Toll Free: 1-866-672-0007 Fax: (905) 773-7791

www.flagshipsoftware.com

First Annual Canadian Postal Forum!

The National Association of Major Mail Users (NAMMU) has put together the first Postal Forum for Canada. This event will be held Thursday June 11, 2009 at the Intercontinental Hotel in Toronto. The day starts with a networking breakfast at 8:00am with programming from 8:45am to 3:30pm. This is a great chance to hear from top Canada Post representatives as well as industry experts.

For more details and a registration form, please contact Kristi Kanitz at Kristi@flagshipsoftware.com. Although this is a pretty short notice, this one-day conference promises to be very worthwhile. We hope to see you there!

2009 USPS Postal Forum

Kristi Kanitz attended the 2009 National Postal Forum in Washington, D.C. in May. She returned with lots of resources and information on everything from green marketing strategies to producing the Intelligent Mail™ barcode. Kristi will be sharing this information in the newsletters starting in September.



Last Newsletter until September!

With summer approaching, we thought you might like to find some lighter reading material for your holidays! We won't be publishing a newsletter in July or August but will resume in September with industry and product updates. Whether your plans include travel or enjoying your neighbourhood, sports with the kids or gardening at home, we wish you a warm and relaxing summer!

Next Training Course

Our next training will be Wednesday, September 16. Please e-mail Carolyn at the address below if you would like a registration form.

If you require training during the summer, please e-mail Carolyn@flagshipsoftware.com to arrange a web session. We can provide a 20 to 30-minute introduction or refresher on the software at your convenience.

