



Office Procedures

Chapter 9 Handling Mail & Reprographics



● Domestic Postal Services

- *Lettermail*: regular letters, postcards, etc
- *Incentive Lettermail*
 - Large volume of letter-size business mail
 - Postage at a discounted cost
- *Admail*: targeted mail service to specific neighbourhoods
 - May be addressed or unaddressed

Postal Services

● Domestic Postal Services...

- *Business Reply Mail*
 - Postage-paid reply envelopes
- *Xpresspost*
 - Next-business-day delivery (local or regional)
 - Two-day service (major Canadian destinations)
 - Size/weight conditions apply
- *Registered Mail*
 - Recipient's signature required as proof of delivery

Postal Services

● U.S. and International Mail

- *U.S./International Letterpost*
 - “Air mail” to the U.S. or other foreign countries
- *Xpresspost USA or Xpresspost International*
 - Fast, guaranteed on-time delivery at a cost less than courier

Postal Services

- Private Mail/Courier Services



Who are the big names in private mail/courier services?



Postal Services

- *Sorting Mail*
 - Personal and confidential
 - Xpress post, Registered, or Priority
 - Regular Business Mail
 - Interoffice Communications
 - Ads, Newspaper, Magazines, etc.
- *Opening Mail*
- *Reading & Annotating*

INTER-DEPARTMENT DELIVERY
NOTE-CROSS OUT ENTIRE LINE WHEN RECEIVED AND RE-USE UNTIL LINES ARE FULL

DATE	DELIVER TO	DEPARTMENT	SENT BY	DEPARTMENT

Incoming Mail

- *Organizing & Presenting*
- *Routing*
- *Handling E-mail*
- *Handling mail during executives absence*

Incoming Mail

- *Preparing Correspondence for mailing*
- *Adhering to automation requirements*
- *Sealing and stamping*
- *Maintaining mail lists*

Outgoing Mail

- **Photocopiers**

- Available in different sizes and ranges of capabilities



Reprographics

● Features of Photocopiers

- Reduction & enlargement
- Automatic document feeding
- Duplexing – copying on both sides
- Editing – border erasing, centring, colour adjusting, etc.

Reprographics

● Features of Photocopiers...

- Collating – arranging multi-page copies in sets
- Stapling
- Automatic folding

Reprographics

- What to look for when buying a photocopier...

- Copy volume: how many copies per month
- Copy speed: how many copies per minute
- Network capability: can it be shared
- After-sale support: repairs/maintenance
- Price



Reprographics

● Ethical and Legal Considerations

It is improper to do the following on the company copier:

- Copy documents for personal use
- Copy cartoons, jokes, etc., to circulate to friends
- Copy documents for outside organizations (service clubs, volunteer organizations) unless your company supports them
- Copy materials that are copyrighted

Reprographics



End