

DIGITAL DATA PROCESSING



from Customer





Transfer To Secure Data Site





Customer Data Supplied from Digital Media/Secure Data Site

Customers post data files to our secure data site or provide their data on some form of digital media. Once the file is finished uploading, the customer informs us of its completion. The data is then transferred from the secure data site to a folder on the file server or it is downloaded directly from the media to the file server. The data is then processed/presorted with address correction services like CASS, LACS^{Link} and Delivery Point Verification. NCOALink processing is available upon request. Proofs are generated and sent to the customer for layout approval via secure data site. Once approved, production and postal eStatements are generated. Print files are impositioned and pushed to the production department for printing, converting, and inserting.



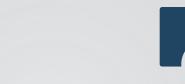
E-mail to Customer Service of completed upload of File

File downloaded

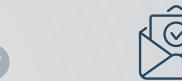
to Database Server



Address Correction Services Applied to Data (CASS, NCOALink, LACSLink & DPV)



Presorting and output file generated (Production & Postal eDocumentation generated)



Insert & verify data to pieces









Pieces verified by USPS and shipped out

for delivery



Layout and proof generated and E-mailed for customer approval

