

Manual Mail Processing: Although using MS' automated equipment is the most efficient and least costly way of processing mail, some jobs require manual processing. Therefore, MS provides the following manual processing services: sorting, collating, inserting, labeling, packaging, sealing, and United Parcel Service (UPS). UPS services include preparing and shipping packages and parcels by means of UPS' Internet-based shipping system. Each day, UPS picks up packages and parcels from MS for processing.