



Print and Mail Management, Mailing Services

Automated Services Available

Continuous Form Detaching: (Bursting) Mailing Services offers continuous fan folded form detaching whereby the individual forms are separated and trimmed in preparation for individual folding, inserting into envelopes, or returned in a cut sheet format.

Inserting: Mailing Services offers automated mail inserting on high speed equipment for both non-signature and signature documents into letter size and flat size envelopes. The equipment is all intelligent based, allowing for document set matching into a single envelope. Automated set inserting must use mail industry standard coding such as OMR, 2 of 5, 3 of 9 or 2D

Tabbing: Mailing Services offers mechanically affixed self-adhesive wafers to seal open page mailers in compliance with postal regulations. Service can accommodate letter and flat size mailers, and dual post cards

Address List Management: Mailing Services offers Address List Management using a USPS approved commercially based software. Our software performs address standardization and address move updating service by linking to the USPS National Change of Address (NCOA) system. Lists can be updated to most current addresses on file with the USPS. Mailing Services accepts address files in the following formats: dbase, fixed or delimited, ASCII, Excel, or Access files. These services are then linked to our Direct Address Ink-Jet Service

Direct Address Ink-Jetting: Mailing Services offers Ink-Jet services to apply address, postal markings and postal bar coding directly to the mail media. Services can be applied to post cards, letter and flat-size envelopes, self-mailers and catalogs

Inquires can be directed to 517-636-5500 or dtmb-mail-services@michigan.gov.