



## ETM Print, Mail, and Response Services

Do large outbound mailings make you cringe at the thought of all the energy and effort needed to get the job done perfectly? For many organizations, the idea of printing, folding, stuffing, sealing, and metering your outbound communication is daunting. No longer. ETM's exclusive online print and mail services allow you to focus on your core business and leave the professional printing and mailing to us.

ETM offers complete mail and response fulfillment to small businesses, large corporations, professional associations, or organizations that can effectively distribute nationwide for any type of printed material. Use the name, address, account numbers, or any other pertinent information from your spreadsheet to trigger complete on-demand printing and mailing of personalized communication. Utilizing the USPS presort rate for bulk mailings allows ETM to reduce your cost vs. clients utilizing their own meter mail option. Our team will work with you to customize a full print, mail, and response solution to meet your needs.

Examples of mailing and response tracking types:

- Unclaimed property due diligence letters
- Alumni communication
- Insurance policy communication
- Conference invitations

### HOW IT WORKS

- ✓ ETM will work with you to design a template that is perfectly aligned with your communication needs.
- ✓ You send us a file of information necessary for the outbound communication.
- ✓ We verify addresses through Postal Address Verification to determine the deliverability of the address. Why pay for what is not deliverable?
- ✓ We then compare address information contained in the client file against the NCOA (National Change of Address) database and use the most current address.
- ✓ You receive a report of address changes indicated by the NCOA comparison.
- ✓ ETM generates the mailing per client specification: letter formats, envelopes, and return envelopes. (There are numerous customizable options available)
- ✓ Finally, ETM can be the first line of defense on return mail or addressee responses by paper, phone, or email; tracking incoming data and consolidating for client internal reporting needs.

To learn more, contact ETM at [sales@byetm.com](mailto:sales@byetm.com).