



# Complete Mailing Services

Your Trusted Source For Everything Mail

WE TREAT YOUR MAIL AND PACKAGES LIKE OUR OWN.  
EXPECT IMPECCABLE SERVICE AND INNOVATIVE SOLUTIONS  
THAT SAVE YOUR BUSINESS TIME AND MONEY.



### USPS® DOMESTIC PRESORT

As a mail consolidator, CMS commingles mail from all of our customers to obtain the lowest postage rates possible.



### INTERNATIONAL MAIL & SHIPPING

CMS offers Economy, Priority and hand delivery mail services internationally. Expect superior customer service and savings with the security of USPS® International Mail and direct entry into foreign postal administrations.



### EXPEDITED MAIL & PARCEL SERVICE

Our latest innovation gets your flat mail, bound printed materials and parcels delivered fast. Our clients average a 15% - 20% discount.



### MOVE UPDATE

As a USPS® approved and certified provider, CMS can reduce your undeliverable mail quickly and accurately, saving you time and money.



### CERTIFIED MAIL®

Exclusive to CMS - a patented, fully electronic process in partnership with the USPS®. Replace outdated green cards, eliminate manual procedures, reduce costly returns, and easily achieve control over the entire process.



### FULFILLMENT

CMS handles critical details accurately from start to finish, from database management to return mail, and everything in between. Whether your fulfillment job is simple or customized and complex, count on us to do it right.



### MESSENGER & TRUCKING

For over 50 years, CMS has provided safe and fast delivery with superior customer service and the strictest security controls for your important deliveries.



### EVENT LOGISTICS & PLANNING

CMS provides comprehensive logistics solutions for all your trade shows, corporate events and more.



### FACILITIES MANAGEMENT

Let CMS provide your support services so that you can focus on your core business.

## HANDLING ALL TYPES OF MAIL

FLATS

PARCELS

BOUND PRINTED MATTER

LETTERS

MARKETING MAIL

PERIODICALS

POSTCARDS

NONPROFIT

## SAFEGUARDS FOR YOUR MAIL & PARCELS

### USPS® DETACHED MAIL UNIT

CMS has an on-site USPS® Detached Mail Unit in our facility to provide both verification of mail and fast delivery.

### NCOA<sup>Link</sup>® & CASS<sup>TM</sup>

CMS runs your file against USPS® approved software to determine Intelligent Mail Barcode, address verification and compliance with USPS® Move Update. This process saves you time and money by reducing returns.

### TSA

We are Transportation Security Administration (TSA) approved and have the strongest possible security protocols in place.

Contact us today: 718.238.2919 | 140 58<sup>th</sup> Street, Suite 6D, Brooklyn, NY 11220

[www.completemailingservices.com](http://www.completemailingservices.com)