

FRED F. WALTZ COMPANY, INC.

Welcome to Our Membership File Management Service

Solutions to Serve You

Efficiently • Effectively • Economically

Current Process

FFW, since 1970 has diligently provided a service to help you manage your 'Membership Files' with a majority forwarding your changes, deletions & additions to us **via mail – fax – email – direct phone call – floppy disk, etc.** A good number email their complete file in as required with all updates already in the file submitted.

We will continue to provide this service. We do request you provide this information **timely and accurately** to ensure your mailings are accurate and timely also.

Proposed Process (Ready for immediate testing & implementation)

FFW will be working directly with each of you to introduce a 'New Way to Manage Your Membership Data File'. If you feel the benefits are worthy we respectfully ask you consider trying the new service, which we feel in most instances will greatly improve everything. Please note below:

Online File Management

DID YOU
KNOW



- The new mandated USPS "Move Update Initiative" makes the parish responsible for updating their membership data files regularly and providing the USPS a certification of updates upon request.
- Failure to comply with these mandated requirements will result in the USPS imposing Stiff Penalties for "Move Update Noncompliance".



FEATURES

Updating Online Features

- Access from any computer connected to the internet.
- All updates are made in "Real Time", available 24 hours a day, and 7 days a week.
- Adding, deleting and updating your members' information
- Designating a member temporarily inactive or reactivate
- Requesting temporary envelopes
- Printing or downloading your membership file.

Value-Added Technical Services

- Extracts, verifies and accumulates all address notification changes for "Change of Addresses" & explanations for other "Non deliverable mail".
- Presents this accumulation directly to the parish in a user friendly format.
- Eliminates any return mail to the parish from the USPS.
- Eliminates any USPS fees to the parish for returns.
- If the parish has an administrative issue in making the updates regularly, we can make the changes to your file for you and provide the appropriate "Certification" if requested.

FREQUENTLY ASKED QUESTIONS

Questions

- What do I do if I have been calling my changes in; mailing my changes in; faxing my changes; emailing my changes in?
- What will I do if I have been uploading my file via Web Site or emailing my file in?
- What if I don't want to make any changes to my file?
- What if I wish to keep making all the updates to my file?
- What charges will I receive for this service?
- Will I receive any additional charges from the United States Postal Service for 'returns'?
- How will those with a 'Change of Address' receive their envelopes if they are destroyed and forwarded?
- What if I wish to keep making all the updates to my file?

Answers

- You can continue if you wish; though once you see how efficient and easy the process is, you may change your mind.
- You can continue if you wish; though once you see how efficient and easy the process is, you may change your mind.
- We can and will do it for you; the only exception being your new members, which you will need to communicate to us.
- You can; though please note we will need to ensure your changes are updated timely, per USPS mandates, are be subject to stiff penalties.
- No charges, except if temporary envelopes are selected.
- No!
- If you desire these members to receive envelopes, 'Temporary Sets' can be prepared and mailed for you at a nominal charge.
- You can; though please note we will need to insure your changes are updated timely, per USPS mandates, and be subject to stiff penalties.