

AGENDA  
ITEM

**10**



# AGENDA STAFF REPORT

**DATE:** October 23, 2019

**TO:** Mayor and City Council

**APPROVED BY:** David B. Dale, City Manager *kd for D.D*

**PREPARED BY:** Karla E. Lobatos, Finance Director *kl*

**SUBJECT:** Authorize City Manager to Enter into a 5 Year Agreement with MailFinance Inc. for the Lease of Postage Machine and a Document Folder/Inserter Machine

=====

### Recommendation:

Recommend that the City Council authorize the City Manager to execute any and all documents necessary to enter into a contract/lease with MailFinance Inc. for a Postage Machine and a Document Folder/Inserter Machine.

### Background:

The City of Calexico's current contract with Pitney Bowes has ended. The current equipment is older and lacks the technical upgrades that are not available in the current models. Both machines are used daily and wear and tear has taken its toll on the machines. The contract for the current equipment (postage and folder/inserter machines) was signed in 2014.

### Discussion & Analysis:

The Finance Department requested proposals from two companies. Proposals were received from Pitney Bowes and MailFinance Inc.

Listed is the cost per proposal:

- |   |  |
|---|--|
| 1. Pitney Bowes                           | <b>Total Cost for 60 Months \$29,086.48</b>  |
| Postage Machine                           | \$261.39 per month/\$15,683.40 for 60 months |
| Folder/Inserter Machine                   | \$223.42 per month/\$13,405.08 for 60 months |
| Two contracts (one for each machine).     |  |
| 2. MailFinance Inc.                       | <b>Total Cost for 60 Months \$28,458.00</b>  |
| Postage Machine & Folder/Inserter Machine | \$474.30 per month                           |
| One contract for both machines.           |  |

<b>AGENDA ITEM</b>  <span style="font-size: 2em;"><b>10</b></span>
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**Fiscal Impact:**

Total cost for 60 months (5 years) \$28,458.00, \$474.30 per month for MailFinance Inc. contract.

**Coordinated with:**

All Departments.

**Attachment:**

1. Pitney Bowes Contract/Lease for Postage Machine, SendPro P Series.
2. Pitney Bowes Contract/Lease for Folder/Inserter Machine, Relay 2000 Inserting System.
3. MailFinance Inc. Contract/Lease for Postage Machine & Folder/Inserter Machine.



**PITNEY BOWES**

**PROPOSAL**



1	PTJ1	Postal Shipping
1	PTJN	Single User Access
1	PTJR	50 User Access with Hardware or Meter
1	PTK1	Web Browser Integration
1	PTK3	SendPro P Series Meter Integration
1	SJM1	SoftGuard for SendPro P1000
1	STDSLA	Standard SLA-Equipment Service Agreement (for SendPro P Series)
1	T6CS	Receiving - Standard

**Your Payment Plan**

Initial Term: 60 months	Initial Payment Amount:	
Number of Months	Monthly Amount	Billed Quarterly at*
60	\$ 281.39	\$ 784.17

\*Does not include any applicable sales, use, or property taxes which will be billed separately.

- Tax Exempt Certificate Attached
- Tax Exempt Certificate Not Required
- Purchase Power<sup>®</sup> transaction fees included
- Purchase Power<sup>®</sup> transaction fees extra

**Your Signature Below**

By signing below, you agree to be bound by your State's/Entity's/Cooperative's contract, which is available at <http://www.pb.com/states> and is incorporated by reference. The terms and conditions of this contract will govern this transaction and be binding on us after we have completed our credit and documentation approval process and have signed below.

NASPO VALUEPOINT ADSP010-108807-7-17-70-41-00  
State/Entity's Contract?

\_\_\_\_\_  
Lessee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Piney Bowes Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Sales Information**

Philip Ward

philip.ward@pb.com

Account Rep Name

Email Address

PBGFS Acceptance



**Your Signature Below**

By signing below, you agree to be bound by your State's/Entity's/Cooperative's contract, which is available at <http://www.pb.com/states> and is incorporated by reference. The terms and conditions of this contract will govern this transaction and be binding on us after we have completed our credit and documentation approval process and have signed below.

NASPO VALUEPOINT ADSPO18-169697, 7-17-7D-41-03  
State/Entity's Contract#

\_\_\_\_\_  
Lessee Signature  
\_\_\_\_\_  
Print Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date  
\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Pitney Bowes Signature  
\_\_\_\_\_  
Print Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date

**Sales Information**

Philip Ward	philip.ward@pb.com	
Account Rep Name	Email Address	PBGFS Acceptance

Commerce solutions,  
from the Craftsmen of Commerce.

pitney bowes 



Mailing  
Inserting

Relay® 2500 Folder Inserter

# Simplicity meets productivity.

Eliminate the time-consuming task of folding and inserting your mail with the Relay 2500 folder inserter. Our simple user experience is designed on a tried and proven platform, enabling you to finish up to 10,000 mail pieces per month.

With superior accuracy and reliability, your team gains confidence knowing that your critical mail gets out the door on time, every time, without the inherent errors that come with manual handling.

The Relay 2500 folder inserter gives you simple, accurate, and reliable mail assembly.



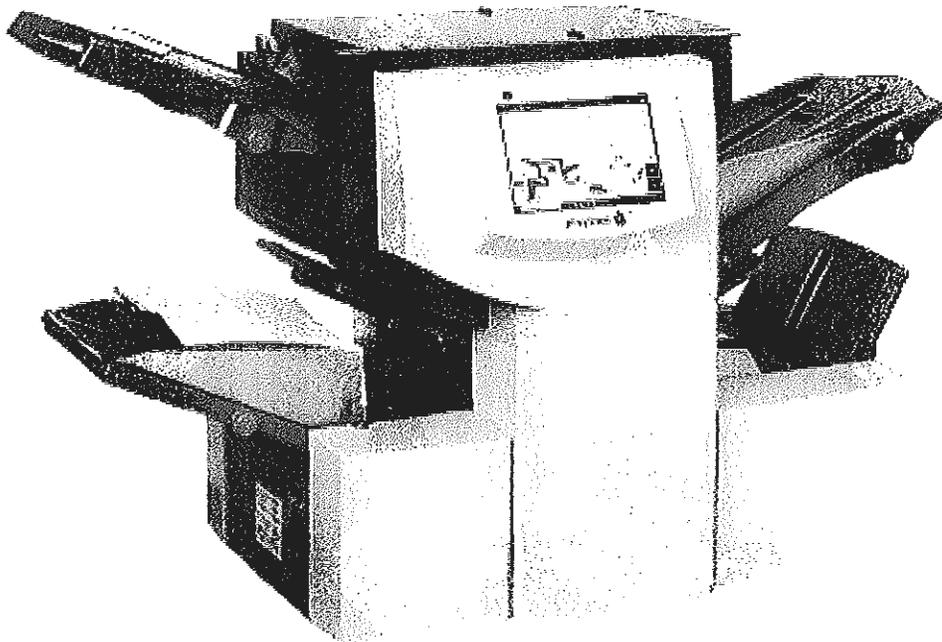
**Simplicity**  
Thoughtfully designed  
for any user.



**Accuracy**  
Eliminate costly delays  
due to manual errors.



**Productivity**  
Keep mail process moving  
with fast, uninterrupted  
performance



## Specifications for Relay 2500

### System

Cycle speed	Relay 2500 2,500 per hour
Color Touchscreen UI	Standard
Monthly capacity	Up to 10,000/month
Feeder configuration	1 sheet feeder, 1 insert feeder, outer envelope feeder
Fold options	C, Z, Half (V), Double
Integrity options	DMR, 2D (C Fold Only)
Envelope sealing	Standard

### Accumulate before folding

C or Z fold	up to 5 sheets*
Half fold	up to 10 sheets (2 groups of 5)*
Double Fold (Legal Paper)	up to 3 sheets*

### Sheet Feeder Tray(s)

Capacity per tray	325 sheets 20 lb/75gsm paper
Paper sizes	Minimum: 7" (178mm) Width x 7" (178mm) Length Maximum: 9" (229mm) Width x 16" (406mm) Length
Paper weights	Minimum: 18lb/70gsm Maximum: 32lb/120gsm

### Insert Feeder Tray

Capacity	300
Media sizes	Minimum: 5" (127mm) Width x 3.25" (82mm) Length Maximum: 9" (230mm) Width x 6" (152mm) Length
Media weights	Minimum: 20 lb/75gsm (non-folded cut sheet), 16 lb/60gsm (folded material) Maximum: 50 lb/180gsm (single sheet) maximum compressed thickness of .078" (2mm)

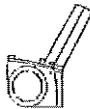
### Envelope specifications

Capacity	up to 100
Envelope Sizes	Minimum: 3.5" (88mm) Deep x 8.5" (220mm) Wide Maximum: 6.5" (164mm) Deep x 9.5" (242mm) Wide
Envelope weights	Minimum: 17lb (65gsm) Maximum: 26lb (100gsm)
Programmable jobs	20

### Physical specifications

Tabletop Dimensions	28" L x 21" W x 25" H (711mm x 533mm x 635mm)
Full installed dimensions	42" L x 21" W x 25" H (1067mm x 533mm x 635mm)
Weight	139 lbs / 63 kg

### Accessory Physical specifications



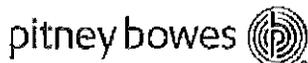
**Vertical Power Stackers**  
Installed Length: 14 inches / 356 mm

Height: 24 inches / 610 mm



**Drop Stackers**  
Installed Length: 10.5 inches / 267 mm

\*Based on 20lb/75gsm



United States  
3001 Summer Street  
Stamford, CT 06926-0700

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18SM805311\_US

**MAILFINANCE, INC.**

**PROPOSAL**

**Customer**

Organization	CITY OF CALEXICO		
DBA			
Address	608 HEBER AVE		
City State Zip	CALEXICO	CA	92231-2840
Phone	(760) 768-2135	Fax	

**Purchase Order - Lease**

NASPO/ValuePoint Contract #: ADSP0 16-169901  
 and / or  
 State Participating Addendum (PA) #:  
 7-17-70-41-02 (CA)

**Vendor**

Company Name	MailFinance, Inc.	FEDERAL ID#	94-2984524
Attention	Government Sales	DUNS#	150836872
Address	478 Wheelers Farms Rd		
City State Zip	Milford	CT	06451
Phone	(866) 448-0045	Fax	(203) 301-2600

**Ship To**

Organization	CITY OF CALEXICO		
Attention	Kerla E Lobatos		
Address	608 HEBER AVE		
City State Zip	CALEXICO	CA	92231-2840
Phone	(760) 768-2135	Email	klobatos@calexico.ca.gov

P.O. Number	P.O. Date	Requisitioner	Shipped Via	F.O.B. Point	Terms
			Ground	Destination	Quarterly Invoicing

QTY	Unit	Description	Unit Price	Total
60	Months	Lease Payment	\$474.30	\$28,458.00

Lease payment specified above for products listed below includes, as applicable, reduced price equipment maintenance to reflect first year free, meter rental, meter resets, postal rate changes, software license/support/subscription fees, delivery, installation, and operator training.

**Products**

QTY	Product ID	Description
1	IN710SHWP10	IN700 Base w/MSF, Sealer/DT, Ink Cartridge, INWP10, Router & All-In-One PC w/RMM Software
1	DS64I-INT2SE	2 Station Expert 2 Auto Fdr + CIS Scanner + Multi License and OMS-500 Trial
1	IN710ACTIVATION	IN-710 RMM Feature Activation - One Time Fee
1	INRMMCOMPSTAND	RunMyMail Computer Stand for All-In-One PC, Full Wireless Keyboard & Mouse

1) Order is governed under the terms and conditions of the NASPO/ValuePoint Master Price Agreement Contract Number ADSP016-169901. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above, and acknowledges that you have received, read, and agree to all applicable terms and conditions (version DirectGovLease-V04-15), which are also available at <http://neopostusa.com/terms/DirectGovLease-V04-15.pdf>.

2) Payments will be sent to:  
 MailFinance Inc.  
 Dept 3682  
 PO Box 123692  
 Dallas TX 75312-3682

3) Send all correspondence to:  
 MailFinance Inc.  
 478 Wheelers Farms Rd  
 Milford CT 06451

_____ Authorized by	_____ Date
_____ Print Name	_____ Title

**Section (A) Office Information**

Office Number	Office Name	Phone #	Date
2710	Neopost Southwest	(909) 486-1855	10/18/2019

**Section (B) Billing Information**

Company Name	CITY OF CALEXICO		
DBA			
Billing Address	608 HEBER AVE		
City State Zip+4	CALEXICO	CA	92231-2840
Contact Name	Karla E Lobatos	Phone	(760) 768-2135
Contact Title	Finance Director	Fax	
Email Address	klobatos@calexico.ca.gov	PO #	

**Section (C) Installation Information (if different from Billing Information)**

Company Name	CITY OF CALEXICO		
Installation Address	608 HEBER AVE		
City State Zip+4	CALEXICO	CA	92231-2840
Contact Name	Karla E Lobatos	Phone	(760) 768-2135
Contact Title	Finance Director	Fax	
Email Address	klobatos@calexico.ca.gov		
Main Post Office		PO 5-Digit Zip Code	

**Section (D) Products**

Qty	Model / Part Number	Description (Include Serial Number, if applicable)
1	IN710SHWP10	IN700 Base w/MSF, Sealer/DT, Ink Cartridge, INWP10, Router & All-In-One PC w/RMM Software
1	DS64I-INT2SE	2 Station Expert 2 Auto Fdr + CIS Scanner + Multi Licenses and OMS-500 Trial
1	IN710ACTIVATION	IN-710 RMM Feature Activation - One Time Fee
1	INRMMCOMPSTAND	RunMyMail Computer Stand for All-In-One PC, Full Wireless Keyboard & Mouse

**Section (E) Lease Payment Information & Schedule**

<b>Tax Status:</b> <input checked="" type="checkbox"/> Taxable <input type="checkbox"/> Tax Exempt <i>Certificate attached</i>  <b>Billing Frequency:</b> <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Annually  <b>Billing Method:</b> <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Arrears	<b>Number of Months</b> First: 60	<b>Monthly Payment (Plus applicable taxes)</b> \$474.30
	Current Lease Number: <input type="checkbox"/> ACH (Customer to submit authorization form)	

**Section (F) Postage Meter & Postage Funding Information**

Meter Model	IN710AI	Machine Model	IN710SHWP10
<b>Postage Funding Method:</b> <input checked="" type="checkbox"/> Bill Me <input type="checkbox"/> Prepay by Check <input type="checkbox"/> ACH Debit (Submit customer authorization form) <input type="checkbox"/> OMAS <input type="checkbox"/> CPU (include authorization form)		<b>Postage Funding Account:</b> <input checked="" type="checkbox"/> POC <input type="checkbox"/> TMS <input checked="" type="checkbox"/> New <input type="checkbox"/> Existing Existing Account Number:	
Agency Code		Sub Agency Code	

**Service Products (Check all that apply)**

<input checked="" type="checkbox"/> Online Postal Rates iMeter™ App (SP10)
<input checked="" type="checkbox"/> Online Postal Expense Manager iMeter™ App (SP20/NeoStats)
<input type="checkbox"/> Online E-Services iMeter™ App (SP30)
<input type="checkbox"/> NeoShip PLUS (EP70PLUS)
<input type="checkbox"/> NeoShip Install & User Guide (EP70GUIDES)
<input checked="" type="checkbox"/> RunMyMail <input type="checkbox"/> 3G/4G Cell Service
<input checked="" type="checkbox"/> Maintenance - Standard
<input checked="" type="checkbox"/> Installation/Training
<input type="checkbox"/> Software Support for premise (non-cloud) solutions

**Section (G) Approval**

Existing customers who currently fund the Postage account by ACH Debit will not be converted to NeoFunds/TotalFunds unless initialed here \_\_\_\_\_.

This document consists of a Government Product Lease ("Lease") with MailFinance Inc.; and a Postage Meter Rental Agreement ("Rental Agreement"), Maintenance Agreement, and an Online Services and Software Agreement with Neopost USA Inc.; and a NeoFunds/TotalFunds Account Agreement with Mailroom Finance, Inc. Your signature constitutes an offer to enter into the Lease and, if applicable, the other agreements, and acknowledges that you have received, read, and agree to all applicable terms and conditions (version Government-Equipment-Lease-Terms-USPS-Direct-v4-16), which are also available at <https://www.neopost.com/terms/government-equipment-lease-terms-usps-direct-v4-16.pdf>, and that you are authorized to sign the agreements on behalf of the customer identified above. The applicable agreements will become binding on the companies identified above only after an authorized individual accepts your offer by signing below, or when the equipment is shipped to you.

\*\*\*\*\* SEE PURCHASE ORDER \*\*\*\*\*

Authorized Signature	Print Name and Title	Date Accepted
Accepted by Neopost USA and its Affiliates		Date Accepted

# BUSINESS CASE

## Mail Optimization Solution

Prepared for: **City of Calexico**

Proposal date: **October 14<sup>th</sup>, 2019**

Valid until: **October 31<sup>st</sup>, 2019**

Submitted by: **Travis Douroux**  
**Major Account Executive**  
**(949) 237-2911**  
**[t.douroux@neopost.com](mailto:t.douroux@neopost.com)**

Submitted to: **Karla Lobatos**  
**Sandy Fonseca**



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## Project Team



### SALES TEAM

Travis Douroux  
Major Account Executive  
Neopost West District  
(949) 237-2911  
[t.douroux@neopost.com](mailto:t.douroux@neopost.com)

Brian Ingraham  
Workflow and Solutions Specialist  
Neopost West District  
(909) 395-6669  
[b.ingraham@neopost.com](mailto:b.ingraham@neopost.com)

Michelle Wong  
Sales Enablement Manager  
Neopost West District  
(760) 218-0495  
[m.wong@neopost.com](mailto:m.wong@neopost.com)

### SERVICE TEAM

Kevin Mullally  
Service Manager  
Neopost West District  
[k.mullally@neopost.com](mailto:k.mullally@neopost.com)

Samantha Garcia  
Service Manager  
Neopost West District  
[s.garcia@neopost.com](mailto:s.garcia@neopost.com)

# Discovery **Summary**



## Key Findings

- City of Calexico currently utilizes a Pitney Bowes Connect+ 1000 mailing system and DI425 inserter.
- Equipment is primarily used for mailing business licenses.
- Issues Reported With Current Solution Include:
  - Inserter frequently jams and the jams are difficult to clear due to limited access to the paper trail inside of the equipment.
  - Switching accounts on the mailing system is slow and causes delays.
  - Limited postage reporting that is only accessible at the mailing system.
  - Pitney Bowes' service department takes several days to complete needed repairs to equipment.

## Relevant **Opportunities**

- Neopost's reliable and user-friendly DS-64i Folder-Inserter will allow the City of Calexico to process their business licenses quickly and easily, with processing speeds up to 2,000 filled envelopes per hour.
- The DS-64i's clamshell design provides operators with single-lift access across the entire paper path and makes it easy to reach into any area of the machine to retrieve materials if the occasional stoppage is encountered.
- Neopost's IN-700 or IN-710 mailing system will allow quick switching of accounts, minimizing delays while preparing mail pieces.
- NeoStats Enhanced will enable the City of Calexico to conveniently monitor all postage meter mailing activity and statistics through an online customer portal.
- Utilizing e-Validate, the City of Calexico will be able to proactively prevent costly returned mail, and maintain the accuracy of their database.

## Financial Considerations (Option A/B Side By Side)



### A Product Summary

- IN-710 Mailing System with 10lb scale
- 20" Touch Screen Control Panel
- NeoStats Enhanced Postage Reporting
- DS-64i Folder-Inserter

### B Product Summary

- IN-700 Mailing System with 10lb scale
- NeoStats Enhanced Postage Reporting
- DS-64i Folder-Inserter

### A Cost Summary

- **\$474.30 per month for 60-month lease**
- **Pricing Includes:**
- *Freight, delivery & installation*
- *Meter rental*
- *Equipment maintenance*

### B Cost Summary

- **\$473.02 per month for 60-month lease**
- **Pricing Includes:**
- *Freight, delivery & installation*
- *Meter rental*
- *Equipment maintenance*

### Notes

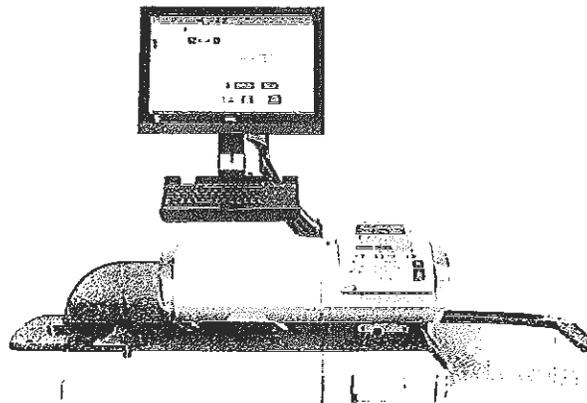
Valid Until: 10/31/19

- User-friendly and reliable folder inserter with easy access to entire paper path and processing speeds up to 2,000 filled envelopes per hour.
- Both mailing systems enable quick switching of accounts, minimizing delays while preparing mail.
- Conveniently monitor all postage meter mailing activity & statistics through online customer portal.
- Proactively prevent costly returned mail and maintain database accuracy with e-Validate.

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## Solution Overview



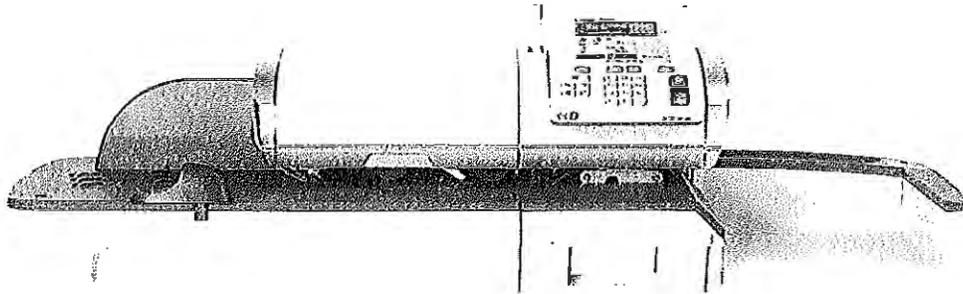
### A IN 710 Mailing System

- A 20" touchscreen interface centralizes all mail center operations into a single workstation
- Rate Wizard guides users in choosing the right mail class and optional special services
- Automatic feeding of postcards, letters or large envelopes without sorting by mail piece size
- Dependable envelope sealing that secures the contents of your mail pieces
- Quiet inkjet printing with convenient low-ink alerts sent automatically via email
- External scale auto-adjusts the postage amount for extra-thick envelopes or boxed packages
- Integrated postage label dispenser for easy processing of bulky letters and large envelopes
- Reach productivity levels as high as 140 metered letters per minute
- Safeguard your stored postage with PIN code access for each of your operators
- Track pieces processed and postage used for 70 or more accounts/departments
- LAN or wireless connection to refill postage instantly and update postal rates automatically
- Download artwork to print onto your mail pieces – use our free library or create your own
- Uploads postage usage data to your MyNeopost online account for quick and easy analysis
- Download the postage you need now and pay later using NeoFunds® bill-for-postage service

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## Solution Overview



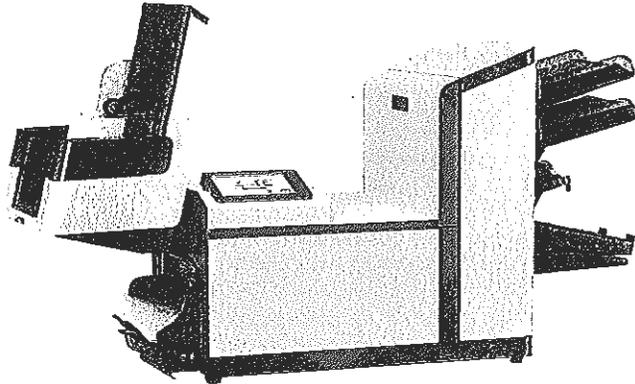
B

- Intuitive user interface that includes a color touchscreen and time-saving shortcut keys
- Quiet inkjet printing with convenient low-ink alerts sent automatically via email
- Rate Wizard guides users in choosing the right mail class and optional special services
- Adjustment-free automatic feeding of postcards, letters or large envelopes up to 5/8" thick
- Dependable envelope sealing that secures the contents of your mail pieces
- Weigh platform auto-adjusts the postage amount for extra-thick envelopes or boxed packages
- Integrated postage label dispenser for easy processing of bulky letters and large envelopes
- Reach productivity levels as high as 140 metered letters per minute
- Safeguard your stored postage with PIN code access for each of your operators
- Track pieces processed and postage used for 70 or more accounts/departments
- LAN or wireless connection to refill postage instantly and update postal rates automatically
- Download artwork to print onto your mail pieces - use our free library or create your own
- Uploads postage usage data to your MyNeopost online account for quick and easy analysis
- Download the postage you need now and pay later using NeoFunds® bill-for-postage service

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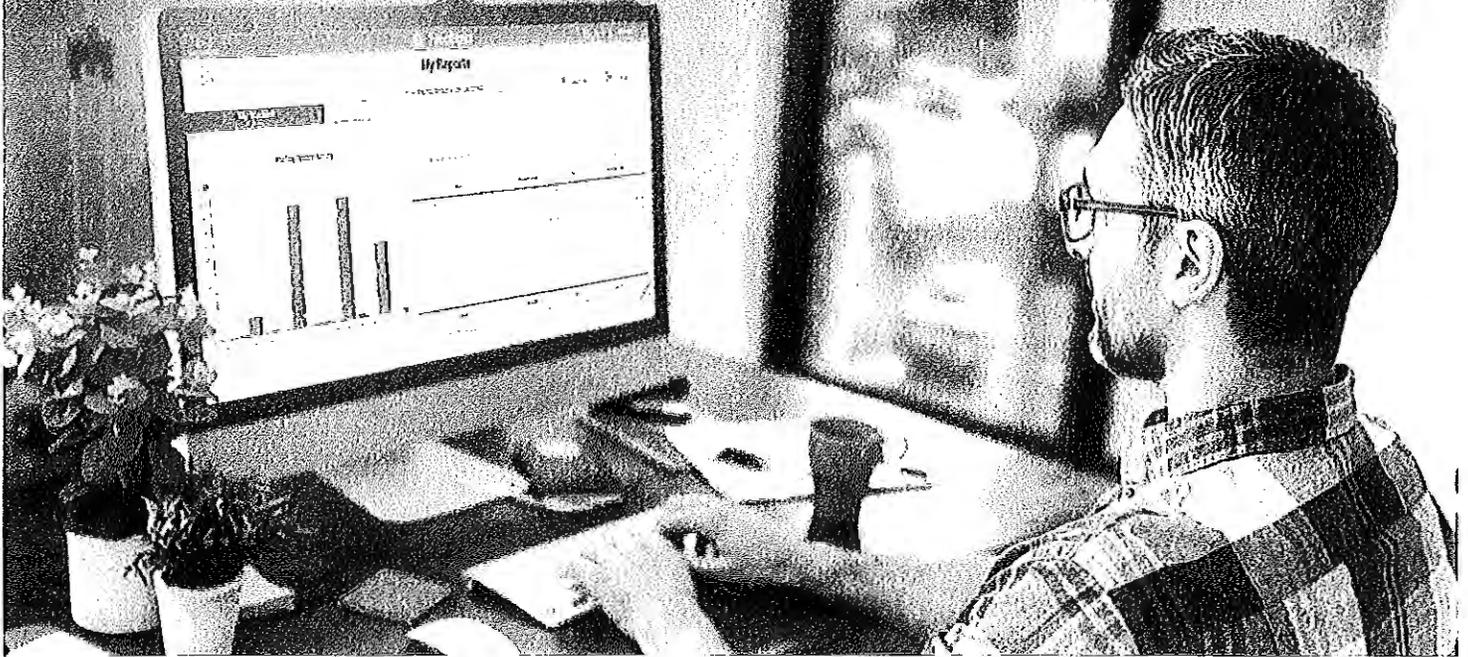
## Solution Overview



### DS-641 Folder Inserter

- 7" color touchscreen control panel with graphical user guidance and wizard-based programming
- Mechanical double document control ensures envelope contents are correct for every recipient
- Up to 2 multi-format FlexFeeders that can transport full-size sheets as well as short inserts
- Quick processing speeds up to 2,000 filled envelopes per hour (2,500 w/productivity pack)
- FlexFeed trays hold a 325-sheet stack and can be linked for non-stop cascade feeding
- Store up to 50 user-programmed jobs and instantly recall any of them at the push of a button
- Additional insert feeders are available with loading capacities of 50 or 325 reply envelopes
- Using manual feed mode, just walk up and drop in a document set to get a ready-to-mail envelope
- Automatically senses and sets paper length, envelope size and compatible fold type
- Tip-to-tip envelope sealing that can be turned on and off for any job
- Tri-folds or single-folds letter-size documents and double-folds legal-size sheets
- Connects to your network via LAN or WIFI to enable remote diagnostics and remote assistance
- Collate and fold up to 8 pages together for insertion into a #10 or 6" x 9.5" envelope
- CIS scanner can read OMR, OCR, 1D and 2D codes printed horizontally or vertically on the document

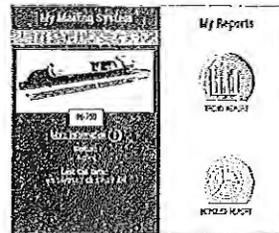
## Take Control of Your Postage Expenses



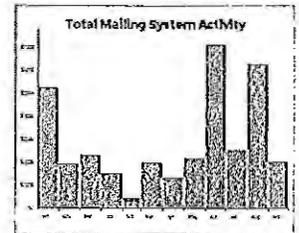
### How it Works

- ▀ Your postage meter collects mailing activity data as you process mail including:
  - Operator, date, account/department, # pieces, mail class/service, weight, postage \$
- ▀ Mailing data from your meter is automatically uploaded to your online customer portal
- ▀ Simply log in from your web browser to:
  - View activity history & statistics for the last 2 years
  - Create & customize easy-to-read graphical reports
  - Share reports in friendly formats like spreadsheets

### Graphical Views



Dashboard

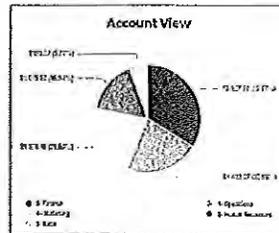


Total Activity

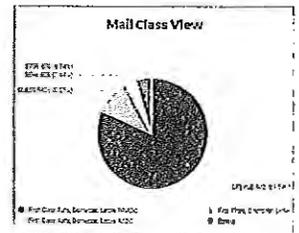


### Powerful Reporting

- ▀ 30 reports available in trend or detail formats
- ▀ Standard and user-defined time periods
- ▀ Combination reports (e.g. departmental spending and volume by mail class)



Activity by Account



Activity by Mail Class

## Neopost at a Glance

Neopost solutions enable companies to expertly send and receive digital documents, physical mail and packages, helping them to better connect with their customers.



Billion dollars  
in sales



Customers  
worldwide



Countries where  
Neopost solutions  
are distributed



Employees  
in 32 countries



Sales from  
North America



U.S. locations

## Our Expertise



### Digital Solutions

Neopost technology manages data quality and enhances documents to optimize print-to-mail and digital delivery workflow.



### Mailing Solutions

Every year, Neopost equipment addresses, fills and meters billions of mail pieces for hundreds of thousands of U.S. companies.



### Shipping Solutions

Neopost systems empower businesses to control rising shipping costs and streamline the handling of inbound packages.

## Business Impact

Neopost delivers measurable process improvements to advance your key business objectives, including:



### Customer Engagement

Improve acquisition,  
satisfaction and retention



### Revenue Growth

Increase sales, market  
share and profit



### Risk Mitigation

Enhance security and  
regulation compliance



### Expense Control

Maximize productivity  
and reduce costs