

## **Mail List Services** **2006**

**Mail List Services as of March 2006 has a total of 32 Suites with a total of over 85,000 addressees.**

**The Standard Distribution List (SDL) as of 2006 has a total of 24 list with over 22,000 addressees.**

**February-2006 Mail list services Corrected over 250 addresses from the SDL and Printed over 5,300 labels for that month**

**March-2006 Mail list services corrected over 700 addresses for the SDL. Printed over 400 labels and created a new list for MSL and Printed over 4,000 addresses for the SDL.**

**Mail list services is combined on a daily of MSL, SDL, Federal Express invoices and Customer Service and other duties along with Mail Center.**

**Mail list services throughout the year**

**Address Maintenance- 95%**

**Mail Piece Design- 5%**

**SDL-75%**

**FedEx-85%**

**Customer Service-100%**