

Envelope Mail and Postage Management

Leveraging Our Sunday Visitor services to decrease mailing costs

Your Catholic Communication Service



Our Sunday Visitor serves millions of Catholics worldwide through its publishing, offertory, curriculum, and communication services. Established in 1912 by a local parish priest, Our Sunday Visitor has grown into the nation's largest supplier of offering envelopes, online giving, websites, increased offertory programs, parish and diocesan mailings, books, periodicals, curriculum, address management and stewardship services. Our Sunday Visitor is a not-for-profit organization, returning a portion of net earnings back to the Catholic community through the OSV Institute.

Our Sunday Visitor
Centennial Celebration 1912-2012
Continuing the Legacy - Serving the Church
www.osvoffertory.com
800-348-2886
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The challenges parishes face today

As the parish business manager or office manager you have many responsibilities, one of which is tracking parishioners and providing them with great service. Your envelope mailing program is one service from the parish that provides parishioners a reminder to contribute, conveys a sense of the parish and is part of participation during liturgy. This is one process you want to run smoothly.

Parishioners move in and out of the parish and also may change addresses. We understand the challenges with maintaining parishioner data, and with getting envelopes and other mail to parishioners. You have helped us to understand the impact and cost of returned mail:

- You have parishioners who move to new locations and join new parishes without informing you
- You seek the best postage rate and must adhere to postal standards
- You experience returned mail fees and then may have to place first class postage on the envelope packet to forward it to the correct parishioner address



Solving the challenges

Our Sunday Visitor has invested in technology and processes to ensure that your offering envelopes are delivered on time to the proper address. Our processes provide you with information to update your data which results in continuous improvement of your envelope lists, and ongoing reduction in returned mail and postage costs. We can also help with other design, print and mailing services.

Total Address Quality

Our solution combines a series of processes to virtually eliminate returned mail and to help you to keep your address list current, correct, and complete. We have integrated Address Change Services, NCOA^{LINK®}, and CASSTM certification (including Locatable Address Conversion Service^{LINK®} and Delivery Point Validation[®]) to make your mail "Move Update" compliant. These services are run regularly to make sure you always have an up to date list. You will receive reports and address files back to use for future envelope mailings.

Reducing Your Postage Costs

The total address quality process provides you reports listing any data files that were standardized to adhere to US Postal Service[®] requirements. OSV uses the standardized format to increase the accuracy of the mail to parishioner households. In addition, OSV absorbs the cost of forwarded mail on behalf of the parish. If the address is valid, then OSV forwards your envelopes to the updated address on file for that parishioner.

Online List Manager

Our state of the art online tool for managing names and addresses provides you instant address correction and a Zip + 4[®] code. As an alternative, you may submit files directly to our database from your church management software through several file formats.

Intelligent Mail Barcode

Our Sunday Visitor has employed the latest vision systems to monitor our printing and inserting operations. We also print enhanced barcodes on our mail packets to enable us to receive address correction information, and to track your mail through the United States Postal Service[®].

ConfirmTM

Through the OSV ConfirmTM Service, we proactively monitor reports on the progress of your mail through the United States Postal Service[®] to verify the progress so that we can assure on-time delivery, and anticipate problems with delivery before you notice that the mail is late.

Reaching your parishes and parishioners

The impact of returned offering envelopes goes beyond postage costs. It means you have not provided parishioners their means to participate at offertory. If the recipient cannot be found you have invested in the envelopes and original postage. You want to be certain that your envelope service employs the most thorough and current methods to assure that your offering envelopes are delivered.

OSV Offertory Solutions: Your Catholic Communication Service

Equipping your organization

Our unique strength is that we provide total solutions for design, printing, and mailing with a deep understanding of Catholic operations for dioceses, parishes, and other organizations. Your communications can be coordinated with inserted material in offering envelope mail packets as appropriate. We also provide consulting on

process and on product layout to help you make the best use of your resources.

We make it easy for you by managing the entire process. Our Sunday Visitor Offertory Solutions provides solutions for offertory, parish and diocesan operations, stewardship, and Catholic community.

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