

Seat of Government Mail Forum  
FRIDAY  
October 20, 2006  
State Mail Services (SMS)



**Seat of Government Mail Forum**

The Seat of Government Mail Forum is scheduled for 10:00 am, Friday October 20, 2006 in Conference Rooms D& E of the Monroe Building. The mail forum is open to state agencies processing mail at the seat of Government.

**The Seat of Government Mail Forum will provide participants with the following information:**

- **Services provided by the State Mail Services**
- **Implementation plan for consolidated seat of Government mail operations**
- **New policies and procedures for purchasing and discarding postal equipment**

The Mail Forum will provide the Department of General Services with an opportunity to inform state agencies processing mail at the seat of Government of projected changes to mail processing. It will also be an opportunity for state agencies to meet key personnel from the SMS and present them with their question and/or concerns.

State Mail Services is a postal service provided by the Department of General Services (DGS). SMS provides mail services and customer support to state agencies located at the seat of government in the Richmond metropolitan area. Our goal is to develop partnerships to provide the optimum in mailing efficiency, mail security, cost savings, and customer service.

State Mail Services

State Mail Services

Please send all RSVP's to Gerald Henson, State Mail Manager  
at 804-236-3592 or [statemail@DGS.Virginia.gov](mailto:statemail@DGS.Virginia.gov)

