



STATE MAIL SERVICES (SMS)

DEPARTMENT OF GENERAL SERVICES

Serving Government. Serving Virginians.

ShipRequest™ Software

**Process Certified
& Registered Mail
Electronically**

ShipRequest™ allows you to initiate shipping requests from your computer to speed outbound processing of mail, in turn saving money on each use of United State Postal Service (USPS) confirmation services. These confirmation services include: delivery confirmation, signature

confirmation, and certified mail. By automating these processes, ShipRequest™ software significantly reduces effort while decreasing potential human error. State Mail Services (SMS) is excited to offer this software for use by state employees for free.

Benefits:

- Provides USPS postage discount.
- Eliminates manual preparation of USPS forms that often result in errors or delays.
- Eliminates labor-intensive manual process of filling-out, tracking, filing and retrieving green cards.
- Expedites processing and accessing return receipts for proof of delivery.
- Provides template information to be stored by each user for easy retrieval, reducing the time and effort necessary to complete forms.

How You Can Use

To begin using contact SMS who will provide you a CD with software and directions to guide you through downloading, setting-up, and using ShipRequest™.

The software may be downloaded to an individual computer or on a network server. You will need to work with your technology services for installation.

Once set-up you will be able to print your own barcoded form when sending letters

with USPS confirmation services via SMS.

Attach the form to the outgoing letter with a paper clip or rubber band and place the letter where SMS picks-up your mail. There is no need to attach any USPS forms or the SMS Metered Mail Card.

This software also giving you the option of maintaining your own personal mailing list of addresses you ship to on an ongoing basis.