

Capability Statement Mail

Core Competencies

- Authorized shipper for multiple mail carriers
- Receive and track parcels
- Pack and ship Fedex, UPS, USPS
- Ship local and international
- Train, Delegate, Supervise, manage, review, access, adjust and improve
- Ethical and trustworthy

Past Performance

- Presort bulk mail
- Fold, stuff, stamp and seal envelopes
- Receive mail for sorting
- Collate documents
- Pack, weigh, post and ship
- Mail Merge
- Create and print shipping labels
- Purge address database

Differentiators

- Focus on details and meeting deadlines
- Open all year round
- Accept major credit cards
- We are articulate, clear & precise
- Enthusiastic & inspiring work environment
- Strategically involved to provide maximum value
- Clients "Praise" our diligent work ethics

Company Data

Established since 1992, *M/WBE Certified Firm*. Small business located in Brooklyn NY Bedford Stuyvesant area. Operates year round *Tax and Business Center* providing *Clerical and Administrative Support i.e., Key Data Entry, Income Tax Preparation, Resolve Tax Matters, Notary Public, Private Mail Services, Call Interaction Center, Training Facility* to recruit, train and hire, helping to stimulate the economy. Member of Community Merchants Association, Brooklyn Chamber of Commerce and host of local charity events.

Twelve part-time seasonal employees, three full-time employees, otherwise staffed as needed. Interns and summer youth are used to fulfill assignments annually.

Award recipient of numerous honors, citations, woman of courage, and leadership. We're *Committed to Excellence* in an ethical prompt and courteous manner.

Pertinent Codes

- **DUNS#** 940711427
- **CAGE CODE:** 5SMV1
- **Certifications:** *M/WBE NYC, NYS, WOSB, EBE*
- **NAICS:**
561431 - Private Mail Center, mail presorting
561499 - All other Business & Administrative Services
- **NIGP:**
91558, 91559,
96102



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