

The logo for Shelby Systems, featuring the word "shelby" in a white, lowercase, sans-serif font on a blue rectangular background.

Add-ons

# ShelbyMAILROOM MOVE Agent

Did you know that more than 44 million Americans change their addresses annually? According to USPS estimates, that's nearly 20% of American people and businesses that move every year. Don't lose touch with your congregation! Because it's designed to work via the Internet, MOVE Agent provides nearly real-time\* processing. By running MOVE Agent before a mailing, MOVE Agent helps you avoid the delays of the regular USPS mail-forwarding process and increases your overall address quality by updating your database with current addresses.

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## Features and Benefits

- Immediate, 24/7 access to Matching Process (button within ShelbyMAILROOM)
- A single mailing or mailing to your whole database — you can process addresses as needed
- Addresses corrected via National Change of Address (NCOA) database and CASS certified in one process
- Adherence to USPS requirements for First Class bulk mail
- Data exchange via Internet: speedy reaction in a near real-time\* environment
- Membership information updated with corrected addresses
- User-specified process: which records and what frequency
- Prints required USPS Forms and reports showing processing results
- Eliminates file manipulation or data entry; no file import or export, no manual data entry
- Reduce duplicate mailings & postage
- Spend less time & money with re-mailings
- MOVE Agent has an annual registration fee, plus a nominal per-record charge. Results vary, but between 3-12% of all records are updated during a typical MOVE Agent job. Cost of 100 pieces of Undeliverable Mail: Postage (\$0.41 per piece) + production costs (\$.40 per piece estimate) = \$81.00

\*The NCOALink™ database is updated weekly.

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## Requirements:

- GlobaFILE, ShelbyMAILROOM
- Internet connection

## Optional:

- Membership, Misc. Names and Addresses, or Prospects

*"... I have now installed Move Agent and it is working perfectly. On the first run, I had 159 addresses that needed to be changed. The software performed perfectly, changing all the addresses and then printing a report of both new and old addresses, as well as an effective date of the address change. I am convinced that this software will pay for itself in short order, as many, many of our congregation do not let the church office know when they move, even if it is within the same town. I will use this software frequently and would highly recommend it to any church."*

*- Jo Ann Anderson, Membership Secretary,  
First United Methodist Church, Coral Springs, FL.*

shelbysystems®

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