



CDLmail, a transformative hybrid offering

Let's prove that good people can do good business together





What is CDLmail?

CDLmail is the result of advancements in technology and postal solutions that allows you to organise your mailing from anywhere at anytime.

No mailing room or equipment, no stationery to purchase.

Whether at home on a computer or tablet, or away on business with just a smart phone, this offering empowers you to work remotely, flexibly and above all, cost effectively!

The system utilises 'hybrid mail' which allows you to create and send your mail directly from your desktop with just a few clicks of your mouse. cdlMail feeds your letters and documents directly into a remote and secure mail production stream which is operated by the founders of 'hybrid mail', with whom cdl have had a relationship for more than 30 years.

We provide easy to use, free of charge, cloud based software that enables you to send your letters, invoices, newsletters, postcards and greetings cards all directly from your device. The communications can be printed in black and white or colour, from one page to hundreds, 1st or 2nd class post – the choice is yours.

What makes our offering different?

The CDLmail solution is structured for the corporate world and therefore offers a number of functions and flexibility that others simply can't.

Having trialled the system with a major UK financial we have been able to understand the requirements to make this a real asset to the business sector. The following functionality achieves this:

- GDPR compliant

- Secure Access with a full audit trail of all activity

- ISO27001, IG Toolkit, Data Protection and C&CCC approved

- The ability to segregate work by department etc.

- Simple process to upload and approve a mailing

- Holds customer approved standard template letters ready for mail merge

- Verifies postal codes and outputs report

- Mail merge and instant proof online

- Approval and authorisation process

- Prices each project including postage

- Streamlined work flow ensures production is scalable and efficient

- Exceptional lead times

- DSA (Down Stream Access) postal rates with no minimum requirement

How CDLmail works...

CDLmail reduces the need for a printer, printing cartridges, and stationery, and you don't even need to go to the post box (or have the mail collected). The below diagram will illustrate how the process of CDLmail simplifies the whole process of mailing a letter.

What are the eco benefits...

Up to 80 percent greener mail items

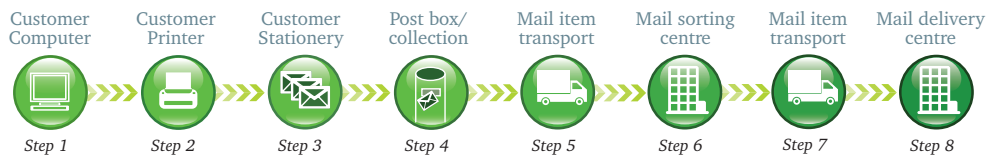
No need for your own printers

No need to purchase stationery therefore no waste or transportation

Pre-sorted mail items are delivered reducing the machinery required

No need for mail items to be collected by your chosen postal provider

TRADITIONAL MAIL



CDLMAIL



How easy is it to implement?

After an online demonstration of the system, cdl simply set you up with a secure log on and off you go, it really is as simple as that. After which you instantly begin to save costs.

The system is already built as a generic base within which you have tools allowing you to upload and manage templates, set authorisation levels and access. Should you wish to brand the system in your own corporate colours we are able to do this as well in a relatively short time scale and subject to cost approval for programming.

Getting Started

CDLmail is designed to meet all of your mailing requirements.

You can design and upload your own templates (e.g. letters or other documents), or start with the templates provided.

Add your addresses into your personal CDLmail library and then create mailing lists to easily sort your records.

Create your mailing online with a few simple clicks, see a proof, approve it and submit. It couldn't be simpler!

We will then print, enclose and post it all for you. Depending on the format of your document, costs start at less than the price of a stamp.

Is CDLmail secure?

The CDLmail website uses the highest level 128 bit encryption, so you can be sure that your details will be safe. Once your mailing details hit our servers, you are then in the hands of one of the UK's most secure production facilities. The production site has the highest levels of both physical and IT security (APACS standard 3 accredited) which enables us to process your mailing with complete assurance.

Secure Access with a full audit trail of all activity

ISO27001

IG Toolkit

Data Protection

C&CCC



Other ways to integrate

Print Driver

The CDLmail Print Driver can be downloaded and easily installed, free of charge, directly onto staff PCs and laptops. Mailings would be composed by your staff and sent to us for printing by choosing 'CDLmail' as a print option when selecting 'file, print'. Instead of appearing on your local desk top inkjet printer, the letter will automatically print in our secure factory. It will be enclosed, sorted and posted the next work day direct to the end user. PDF proofs of the letters are shown on screen for approval before the user confirms the print order.

API Capabilities

Our secure CDLmail Application Programming Interface (API) is a SOAP-based webservice allowing the creation, proofing and confirmation of orders for mailings, single letters, postcards and greeting cards from client's own computers, effectively adding a hybrid mail service right into existing systems and workflows.

Documents (PDF, RTF or Word files) are submitted as files or selected by name from your account. Address lists may be selected by name, submitted as a file (CSV, XLS, XLSX, Tab delimited, fixed length fields etc.) or added as individual addresses using the AddAddress call. A PDF proof approval is available, but is no longer a required step in the process.

Our API web service was developed to allow software providers to integrate their systems with CDLmail and to allow us to integrate with partner products where there is a requirement to send a continuous stream of letters. Transmissions take place over an encrypted HTTPS (SSL) connection so data stays secure at all times.

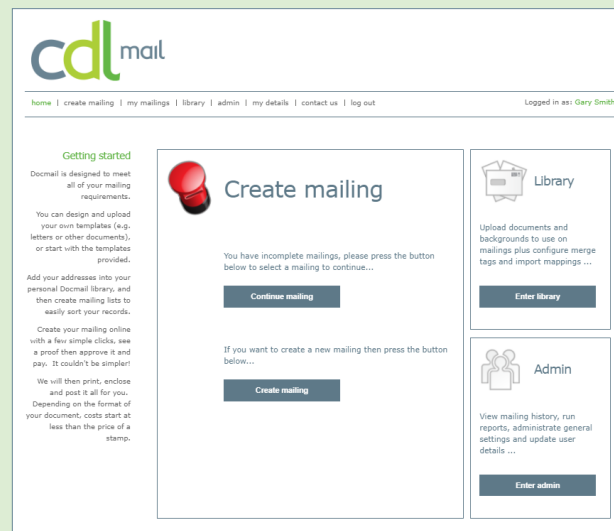
Examples in the API documentation are based around Microsoft Visual Basic .Net © code and the Microsoft Visual Studio 2008 © development environment.

Our API document can be supplied free of charge and requires IT resource to write the integration into client systems.

The home page

Once you have logged in you arrive at the home page.

There are several options on the home page, but in this guide we will only be looking at creating a mailing.



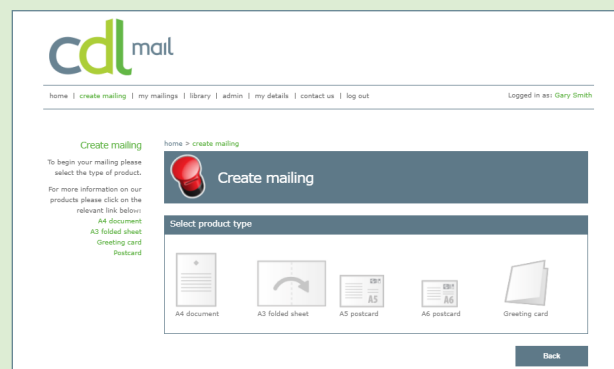
Create a mailing

Step 1

To start your mailing you will need to select a 'product type'.

This is the basis of your mailing, e.g. if you are writing an A4 letter, then you would select the A4 letter product type.

Once you have selected the product type then click the next button to continue.



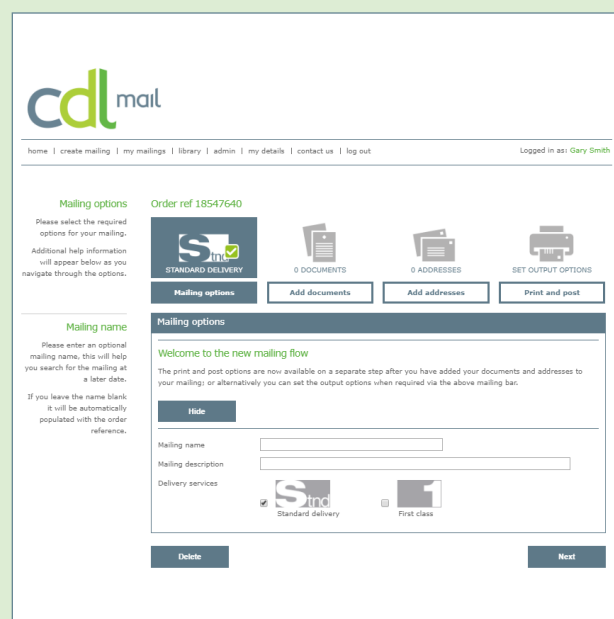
Step 2

It is good to note at this stage that there is a progress bar on which appears all the steps of the mailing that you have run through; you can at any point click on any section to go back.

Here you can enter a mailing name and description; this is useful for you and us to help track mailings.

Finally you can pick the delivery service:

Delivery type – standard (this is equivalent to second class) or first class



Step 3

This is where you upload your ‘template’.

A template is the word document or PDF containing your letter text and any custom data that you wish to have in your mailing.

You can select a background or select a template from a set of preloaded options.

cdlmail

home | create mailing | my mailings | library | admin | my details | contact us | log out

Logged in as: Gary Smith

Order ref 18547640

Add documents

Please click on one of the available options to either create a new document or add an existing document.

STANDARD DELIVERY 0 DOCUMENTS 0 ADDRESSES SET OUTPUT OPTIONS

Mailing options Add documents Add addresses Print and post

Upload document

Please click the upload option to upload a new document to Docmail.

Files can be uploaded in one of the following formats:

Microsoft Word (.doc, .docx), Rich Text Format (.rtf), Open Document Text (.odt), Portable Document Format (.pdf), XML Paper Specification (.xps) or Image (.bmp, .gif, .jpg, .png, .tif)

The maximum file size limit is 100MB.

New document

Upload A4 document Upload printed insert Design outer envelope Upload reply envelope

Add from library

A4 document Outer envelope Reply envelope Printed insert

Back

Step 4

Now you will need to upload or choose from a selection of addresses.

This will be uploaded in the form of an Excel Spreadsheet. When the data is loaded you will have a list of unchecked addresses, so you will need to validate them by clicking on the ‘Validate’ button. After validation you will be left with one or more of the following:

Best case scenario, all of your addresses will validate and receive the lowest postal rate.

The most likely outcome is that you will have a few addresses that, left uncorrected, will receive a surcharge. You can use our filter system to delete or amend these addresses with ease.

In some cases you may have overseas addresses in which case surcharges will apply.

cdlmail

home | create mailing | my mailings | library | admin | my details | contact us | log out

Logged in as: Gary Smith

Order ref 18547640

Addresses

The addresses screen allows you to edit or delete the recipients of your mailing.

All addresses show a validation icon and some may be able to be corrected.

Search addresses

Enter text to search addresses for.

If you need to search for address data other than name and address, then use the down arrow button next to the search button to bring up the advanced search panel where you can select the field to search in and choose the search method.

STANDARD DELIVERY 1 DOCUMENT 7 ADDRESSES SET OUTPUT OPTIONS

Mailing options Add documents Add addresses Print and post

Some UK addresses have been validated as inaccurate, postal surcharges will apply

REVIEW 6 ADDRESSES

Search All addresses (7)

Recipient	Original	Correction	
Rob Hood, 1 Vestry Road, Sevenoaks, Kent, TN14 5EL	?	✓	EDIT DELETE
Simon Hill, 2 Vestry Road, Sevenoaks, Kent, TN14 5EL	?	N/A	EDIT DELETE
Richard Dillon, 3 Vestry Road, Sevenoaks, Kent, TN14 5EL	?	N/A	EDIT DELETE
Gary Smith, 4 Vestry Road, Sevenoaks, Kent, TN14 5EL	✓	N/A	EDIT DELETE
Nail Brown, 5 Vestry Road, Sevenoaks, Kent, TN14 5EL	?	✓	EDIT DELETE
Karen Southworth, 6 Vestry Road, Sevenoaks, Kent, TN14 5EL	?	✓	EDIT DELETE
Emily Jones, 7 Vestry Road, Sevenoaks, Kent, TN14 5EL	?	✓	EDIT DELETE

Showing 1-7 of 7 1

CORRECT ALL | SET PROOF ADDRESSES | SET ADDRESS NAME FORMAT | DOWNLOAD | DELETE ALL ADDRESSES

Back Next

Step 5

You will now be offered a few basic options for your mailing.

Print options – black and white or colour, simplex or duplex.

Despatch – either as soon as possible or you can select a date (good for setting up future mailings).

Also whether or not you would require the returns to be managed.

cdlmail

home | create mailing | my mailings | library | admin | my details | contact us | log out

Logged in as: Gary Smith

Print and post

Please select the required print and post options for your mailing.
Additional help information will appear below as you navigate through the options.

Print options

Please select a colour or black and white print option.

Order ref 18547640

STANDARD DELIVERY

1 DOCUMENT

7 ADDRESSES

SET OUTPUT OPTIONS

Mailing options

Add documents

Add addresses

Print and post

Print and post

Print options

Black & White Simplex (Single sided)

Black & White Duplex (Double sided)

☒

Colour Simplex (Single sided)

Colour Duplex (Double sided)

Despatch

☒

As soon as possible

Select date

Despatch date

Friday 16th November 2018

Envelope preference

Window - returns not managed

Back

Next

Step 6

This is the approval stage, here you can download a PDF proof for your records and view a summary of your mailing with information such as the dates you selected and the size of the mailing.

You can also view a proof on screen and amend any section of the mailing if you are unhappy with it.

The cost of the mailing is displayed at the bottom of the page.

If you are happy with the proof click “Approve” (any mailing can be set up to go through an authorisation process).

cdlmail

home | create mailing | my mailings | library | admin | my details | contact us | log out

Logged in as: Gary Smith

View proof

Please check and approve your proof.
Additional help information will appear below as you navigate.

View proof for address

Please click the address to view a proof of your output. The proof viewer also contains a link to download the proof as a PDF file.
After you have checked your proof and are happy with the contents then click on the approve button.
If your proof took a while to generate then see our [how to optimise your documents for faster proofs](#) help page.

Landscape documents

If you have a landscape document that you intend to print double sided, please check your print orientation before approving your proof. Contact the support team if you require help.

Order ref 18547640

STANDARD DELIVERY

1 DOCUMENT

7 ADDRESSES

COLOUR SIMPLEX

Mailing options

Add documents

Add addresses

View proof

View proof

Printed proof (click address to view proof)

Printed and posted standard class

Please note: Ensure you check the proof carefully, paying particular attention to white boxes that may be added behind the recipient's address or behind barcodes. If you haven't left enough room some of your document may be obscured.

Mailing cost

VIEW MAILING SUMMARY

Discount code APPLY DISCOUNT

Cost

£3.50

VAT (20%)

£0.70

Total cost

£4.20

Back

Approve

A black and white photograph of a person from behind, wearing a knit hat and a thick scarf, standing on a forested hillside. The person is looking out over a river valley. The trees are dense and evergreen. The river is calm, reflecting the surrounding landscape. The sky is overcast.

cdl are an environmentally minded company with ISO 14001 certification.

We have a responsibility to influence the supply chain wherever possible.

We work with clients to help deliver sustainable solutions and work flow.

cdl retain the services of a specialist consultant and have their own ISO Manager.

We continue to maintain ISO 9001 Quality Management, ISO 27001 Information Security, FSC® and PEFC certifications.

cdl is a Carbon Balanced company.

This means we can implement change that will allow items produced in a sustainable manner to carry the appropriate certification.

*Proof
that we care
for our
planet*

cdl group

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