

# Optimized Billing for Jobbers / Marketers

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## Complete Billing Service

**DFS**®


**MPC**  
MARC PRINT COMMUNICATIONS


# Who is DFS / MPC?


- DFS / MPC is a Billing Specialist for Fuel Jobbers and Marketers
- Founded in 2001 by billing industry veterans
- 70 Customers, 34 are Jobbers / Marketers
- Knowledgeable Service Provider for:
  - *Accounting Software: Petroleum RX, DM2, Trinium, Petro Computer, Advent, AIMS*
- Recognized for rapid growth and environmental benefits
- SSAE16 SOC2 Type 2 Certified





# How Does CompleteBilling Work?

1  Billing information is entered into your accounting system as usual.

2  Instead of printing, folding, stuffing, and mailing bills; billing data is sent to DFS for processing

3  DFS LightsOut™ technology determines the preferred way to deliver the bill to your customer: mail, email, or web.

4  DFS machines print bills; fold, insert, and seal envelopes; deliver to post office the same day if received by 11:00am.

5  Confirmation report is sent to customer detailing total items processed by delivery channel (mail, email, web)

# **Top 3 Reasons Jobbers / Marketers Choose DFS / MPC as Their Billing Service Provider**

- ① Significant Cost Savings**
- ② Dramatically Improved Quality**
- ③ Increased Cash flow**

# Evaluating the cost savings

## 1. Materials

Paper / Preprinted Forms

Envelopes

Ink

## 2. Postage

## 3. Equipment

Printers Folders

Inserters

Postage Machines

## 4. Labor

## 5. Management Time

### Ask for your free ROI Analysis!



#### ROI Analysis for ABC Supply

##### 12 Month Comparison Analysis

Annual costs for mailing in-house	\$31,372.52
Annual cost to outsource with DFS	\$26,070.74
Total Annual Savings	\$5,301.79
Years to Payback	0.55

##### Your Monthly Volumes

###### Monthly Volumes

Invoices/Statements	13,100
Additional Pages in Invoices / Statements	2,620
Envelopes	4,585

##### Your Processing Costs

		Unit Costs	Totals
<b>Materials Costs</b>			
Paper	(Enter Cost Per 500 page ream)	\$2.00	\$62.88
Envelopes	(Enter Cost Per 1,000 envelopes)	\$28.00	\$128.38

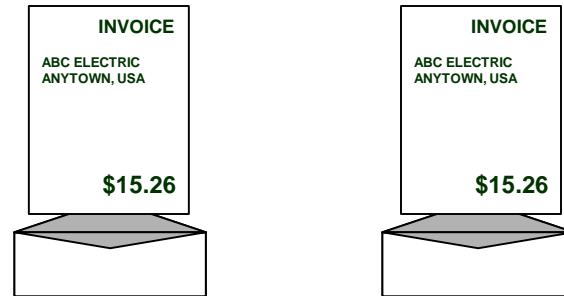
# Evaluating the cost savings

## **Why is DFS/MPC more cost effective?**

- 1. *Materials***      Volume purchasing of materials, no preprinted forms required
- 2. *Postage***      Certified and bar-coded addresses qualify for maximum postage discounts
- 3. *Labor***      Mail process almost entirely automated utilizing high-speed printing and insertion equipment
- 4. *Technology***      Maximum Page Layout, Bill batching, Bullpenning
- 5. *Email / EBill***      DFS/MPC advanced technology and adoption programs deliver even bigger savings over time

# Batching - Combining different bills destined for the same billing address into one envelope to reduce postage and envelope costs

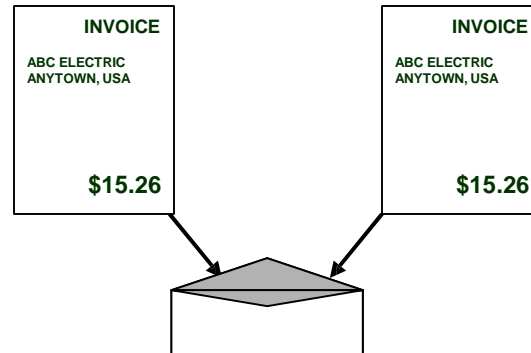
## Without Batching



### Cost Estimate

2 Invoices  
 $\times \$0.50$  Per Envelope  
**\$ 1.00 Total Charges**

## With Batching



### Cost Estimate

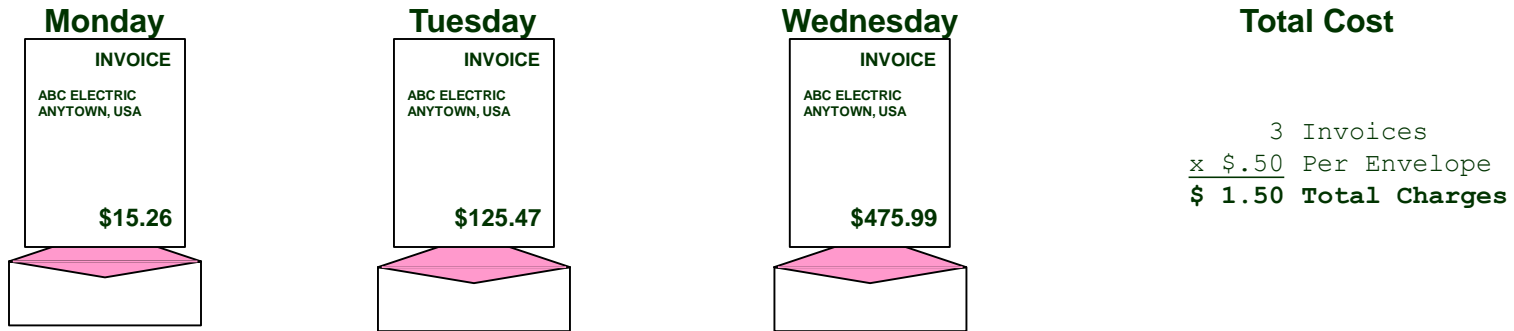
1 Invoice  
 $\times \$0.50$  Per Envelope  
**\$ 0.50 First Bill Charge**

1 Additional Page  
 $\times \$0.05$  Per Page Fee  
**\$ 0.05 Extra Pages Charge**

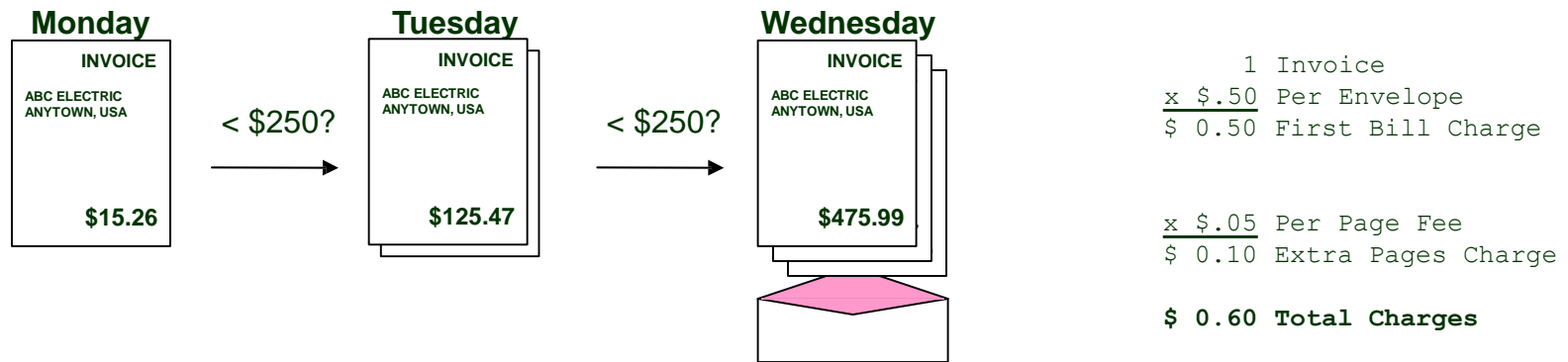
**\$ 0.55 Total Charges**

# Bullpenning - Holding bills that are below a dollar threshold for a specified number of days to reduce postage and materials costs

## Without Bullpenning



## With Bullpenning



**You control:** Dollar Threshold, Maximum Hold Days, Maximum Pages, Accounts To Exclude, Statement Day(s) to Mail All

# Using The Right Envelope at the Right Time

1-5 pages

13-55 pages

# 10



Flat

6-12 pages

6 x 9



**6 x 9 envelopes save 50 cents on each envelope, and move faster through the USPS**

# Quality Starts with a Well-Designed Bill

Variable Logos For  
Different Divisions



2360 Lindbergh Street • Auburn, CA 95602  
(800) 899-2376

Clear Titles for  
Fuel Invoices

## FUEL CARD INVOICE

Page 1 of 3

ACCOUNT NO.	INVOICE NO.	INVOICE DATE	CLOSING DATE
12345	CFS0700743	08/15/2013	08/15/2013

**INVOICE AMOUNT** \$ **1,226.32**

**Terms: Due by Sun 09/01/2013 (Net 15 Days)**



1.FLINV08152013.D11

Joe Sample  
1234 Main Street  
Anywhere, CA 99999-9999

Flyers Energy LLC  
Dept #34545  
P.O. Box 39000  
San Francisco, CA 94139-0001

090113 00009856 0000122632 1

OCR Scan Line for  
Remittance Processing



Please detach at perforation and include this portion with your remittance in the envelope provided.

**DEF available: #104 South San Francisco, #1046 Concord, #121 San Jose, #214 Sparks.**

2360 Lindbergh Street • Auburn, CA 95602 • (800) 899-2376 • www.4flyers.com

DFS/MPC Forms Make  
Customizations a Snap

ACCOUNT NO.	INVOICE NO.	INVOICE DATE	CLOSING DATE	<b>INVOICE AMOUNT</b>	\$ <b>1,226.32</b>
12345	CFS0700743	08/15/2013	08/15/2013		

Date/Time	Card	Site	Product	Veh	Manual	Odometer	MPG	Units	Unit Price	Amount
CONCRETE										
9999999 - JACOB J.										
08/01/13 6:15a	9999999	Reno NV - 206	REG CONV GAS	0000	10404	90,143	12.62	29.00	3.87990	112.52
08/07/13 6:19a	9999999	Reno, NV - 5429	REG CONV GAS	0000	4517	88,201	999.99	14.41	3.86990	55.76
08/13/13 6:18a	9999999	Reno, NV - 5429	REG CONV GAS	0000	10404	94,000	225.04	25.77	3.82900	98.67
08/15/13 6:24a	9999999	Reno NV - 206	REG CONV GAS	0000	10404	90,610	999.99	22.30	3.81900	85.16
9999999 - JACOB J. Total								91.48		352.11
CONCRETE Total								91.48		352.11

SURB

# Mail Piece Integrity

2D Barcoding on each bill contains a count of pages per envelope and a sequence check to prevent incorrect inserts



2360 Lindbergh Street • Auburn, CA 95602  
(800) 899-2376



1.FLINV08152013.D11

Joe Sample  
1234 Main Street  
Anywhere, CA 99999-9999



Every envelope is accounted for

090113 00009856 0000122632 1

## FUEL CARD INVOICE

Page 1 of 3

ACCOUNT NO.	INVOICE NO.	INVOICE DATE	CLOSING DATE
12345	CFS0700743	08/15/2013	08/15/2013

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Terms: Due by Sun 09/01/2013 (Net 15 Days)

Flyers Energy LLC  
Dept #34545  
P.O. Box 39000  
San Francisco, CA 94139-0001



Please detach at perforation and include this portion with your remittance in the envelope provided.

**DEF available: #104 South San Francisco, #1046 Concord, #121 San Jose, #214 Sparks.**

2360 Lindbergh Street • Auburn, CA 95602 • (800) 899-2376 • www.4flyers.com

ACCOUNT NO.	INVOICE NO.	INVOICE DATE	CLOSING DATE	INVOICE AMOUNT	\$	1,226.32
12345	CFS0700743	08/15/2013	08/15/2013			

Date/Time	Card	Site	Product	Veh	Manual	Odometer	MPG	Units	Unit Price	Amount
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08/07/13 6:19a	9999999	Reno, NV - 5429	REG CONV GAS	0000 4517		88,201	999.99	14.41	3.86990	55.76
08/13/13 6:18a	9999999	Reno, NV - 5429	REG CONV GAS	0000 10404		94,000	225.04	25.77	3.82900	98.67
08/15/13 6:24a	9999999	Reno NV - 206	REG CONV GAS	0000 10404		90,610	999.99	22.30	3.81900	85.16
9999999 - JACOB J. Total								91.48		352.11
CONCRETE Total								91.48		352.11

CHURB

# Quality – Understanding Your Billing Requirements

## *Some examples:*

- **Do not mail the following account numbers...**
- **Send a duplicate copy for these accounts...**
- **Mail a copy and email a copy to these customers...**
- **Do not fold invoices for XYZ Supply...**
- **Don't send statements less than \$2.00...**
- **Email only for these accounts...**

# Increase Sales from Current Customers

*“Half the money I spend on advertising is wasted; the trouble is I don't know which half.”*

**John Wannamaker, 1890**

*“95% of all bills are opened and read. The average customer spends 3 minutes on each bill.”*

**InfoTrends study, 2007**



# Promote Products and eAdoption with Statement Inserts



**E-Billing**

**You + E-Billing = Tickets**

Sign up for E-Billing & YOU will be Entered into a Monthly Drawing for a pair of Red Sox Tickets



**Benefits**  
Paperless  
Receive invoices faster  
Easier to understand  
No more lost bills  
Organize files electronically

**Features**  
Receive Exact Replicas of your Bills by Email or Fax  
Enabled invoices provide easy entry into QuickBooks and other Accounting packages  
Professional Design  
Invoices are enabled as an attachment

Please visit our website [www.granitecityelectric.com](http://www.granitecityelectric.com) or

Email us: [Credm@granitecityelectric.com](mailto:Credm@granitecityelectric.com)



Official Distributor of Electrical Supplies to the Boston Red Sox and New England Patriots.

Provisional Statement Form - August 15th, 2007 Changes will be published here when ready.



## Your Cash Flows Faster With Our Email Delivery Program

Get bills faster, so you can bill sooner.

Save time by downloading invoices directly to your accounting software.

Stay organized with a single daily email containing all of your invoices in one file.

Reduce costs by only printing what you have to.

Climb out from under that mountain of paper - and maybe even save a tree!

**Sign Up Today by calling the number on your statement.**



**Super Savings At Rockingham Electrical Supply!**

**DECEMBER HOLIDAY SALES SPECIALS!**

**ROCKINGHAM ELECTRIC**  
Family Owned & Operated For More Than 50 Years  
[www.rockinghamelectric.com](http://www.rockinghamelectric.com)

**Arlington Industries is Firmly Committed To New Product Development**

Receive A **FREE** Cooler With The Purchase Of A Push-On Liquid Tight Connector Value Pack

(50) Strights & (25) 90 Degree Value Pack **\$99.00**

**IN AND OUT BOX**  
Purchase (10) Or More Vertical Or Horizontal Arlington Decorative Collapsible In Use Covers, And Rockingham Will Make It An Even Dozen **Absolutely FREE!** That's Right! (2) **FREE** With Purchase Of (10)!

(Over \$4000.00 \$49.00)



**WHILE SUPPLIES LAST!**

**GREENLEE**  
In-Store Inventory

**555® DELUXE SERIES**  
Intense Deep Discharge Control For Better Dielectric Control In The Airway & Vacuum Dielectric Away For Super Life-Way-Stop Before And After-Stop! Intense: One Shot & 100 Amps

**GREENLEE ULTRA TUGGER ADAPTOR PACKAGE**  
World's Strongest And Most Versatile For Jobs With No Anchor & 3" Or More In Head, Super Die 1" Spot And Control For Long Length Applications In 10' Or Less, One Of Cable Size Of The Day For All Jobs. Save Over \$400.00 Today!

**1-1/2" RIGID CONCRETE BOND WITH TSS**  
BOND STRENGTH POINT Only One Left Our Lowest Price Point From \$100.00

**INVENTORY REDUCTION SALE!**  
Call Your Local Rockingham For Our Lowest Prices On The Items Below!

**JOURNEYMAN ELECTRICIAN TOOLKIT-ONLY \$199.00**  
It Includes 200 Tools For Safety & 100 More Tools. It Includes 200 Tools For Safety & 100 More Tools. It Includes 200 Tools For Safety & 100 More Tools.

**Save Big On The Products That Are Truly MADE FOR YOU!**

ONLY \$0.25 PER COP

# Online Bill Pay



P.O. BOX 401  
WEST SACRAMENTO, CA 95691  
(916) 371-2570

Clarksburg  
Dixon  
Dunnigan  
Fairfield  
Isleton

Lincoln  
Marysville  
Pittsburg  
Stockton  
Woodland

Sacramento  
Winters  
Rio Vista  
Yuba City  
Carson



ACCOUNT: 27421  
INVOICE: 947637  
DATE: 05-20-14

## INVOICE

DUE DATE: 06-04-14

PAGE: 1 of 1



212.RMINV052014.S11

DOCUMENT FULFILLMENT SERVICES  
910 RIVERVIEW PKWY #40  
WEST SACRAMENTO, CA, 95605

Ramos Oil Inc.  
Dept # 34335  
PO BOX 39000  
San Francisco, CA 94139-0001



Scan here to sign up for Online Bill Pay →



DO NOT ATTACH WITH STAPLE OR PAPERCLIP  
PLEASE DETACH AT PERFORATION AND RETURN UPPER PORTION WITH YOUR PAYMENT



**Signing up for Online Bill Pay is as simple as scanning this QR code with your Smart Phone!**

**Ramos Oil Inc. - Dept # 34335 - PO Box 39000 - San Francisco, CA 94139-0001 - (916) 371-2570**

ACCOUNT:		27421	INVOICE:		947637		REPORT DATE:		05-20-14		DUE DATE:		06-04-14		PAGE: 1 of 1		
DATE	TIME	VEH#	SITE	KEYBRD	ODOM	MILES	MPG	CPM	PROD	QUANTITY	PRICE	AMOUNT	F E T	S E T	M E T	S S T	TOTAL
CARD 7772036 - 1						92144											
05-12-14	13:18	0	257256		93000	856	57.8	0.0	UNL	14.79	3.707	54.84	2.71	5.84	0.13	2.06	65.58
05-13-14	18:28	0	303085		92300	700	46.3	0.1	SUP	15.09	4.017	60.62	2.76	5.96	0.13	1.91	71.38
						1556	52.0			29.88	4.583	115.46	5.47	11.80	0.26	3.97	136.96
Totals by Card																	
7772036 - 1						33.8				29.885	4.583	115.72	5.47	11.80		3.97	136.96
										29.885	4.583	115.72	5.47	11.80		3.97	136.96
Totals by State Excise Tax																	
CA, ETHANOL TAX										29.885	4.583	115.72	5.47			3.97	

# Registration



**SAMPLE COMPANY** P.O. BOX 123456  
ANY CITY, CA 99999-9999

DEMO

Tel: 555-555-5555  
Fax: 555-555-5555  
Toll Free: 800-555-5555  
www.samplecompany.com

## Register for a New Account (Page 1 of 2)

We need to verify your account before granting access. Please locate your most recent Invoice and provide the information requested below.

All fields are required.

Account Verification	
Account Number	<input type="text" value="99999"/>
Invoice Number	<input type="text" value="999999"/>
Invoice Date	<input type="text" value="05/20/14"/>
Invoice Amount	<input type="text" value="136.96"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

web based billing



**SAMPLE COMPANY** P.O. BOX 123456  
ANY CITY, CA 99999-9999

DEMO

Tel: 555-555-5555  
Fax: 555-555-5555  
Toll Free: 800-555-5555  
www.samplecompany.com

## Register for a New Account (Page 2 of 2)

All fields are required.

Your Account No.   
Your Company   
Vendor Name

Your Login Information	
First Name	<input type="text" value="John"/>
Last Name	<input type="text" value="Doe"/>
Email Address	<input type="text" value="jdoe@dfsmail.com"/>
Password*	<input type="password" value="*****"/>
Confirm Password	<input type="password" value="*****"/>
* 6 to 20 characters	

☒ I have read and accept the [Terms of Use](#)

☒ Check Box to disable receipt of paper invoices

# Registration Confirmation

web based billing



**SAMPLE COMPANY**

P.O. BOX 123456  
ANY CITY, CA 99999-9999

*DEMO*

Tel: 555-555-5555  
Fax: 555-555-5555  
Toll Free: 800-555-5555  
[www.samplecompany.com](http://www.samplecompany.com)

A confirmation email has been sent to **[jdoe@dfsmail.com](mailto:jdoe@dfsmail.com)**

You'll just need to click on the link included in that email to verify your account.

Note: If you do not receive your email, check your junk email folder to see if it may have been blocked.

Click [here](#) to return to the home page.

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# Paying Online

Web Based Billing - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Web Based Billing

edocumentvault.com https://www.edocumentvault.com/edocumentvault/demo/sys\_main\_cust.a5w

Google

**OIL COMPANY**

Logged in: Lazy Boy (Logout)

Pay Invoice

Invoice No.: 461454

Date: 03/20/2012

Paid From: Lazy Boy Trucking

Paid To: Oil Company - DEMO

Account Name: Main Account

Payment: \$6,738.71

Checking Routing No.:

Checking Account No.:

Send Confirmation to: demo@demo.com

Name on Invoice: LAZYBOY TRUCKING INC.

Acct# on Invoice: 100047

Pay Invoice Now (Click once only)

Schedule Payment (Click once only)

Cancel

Items selected for processing: 1

Acct No	Inv No	Inv Date	Name	Amt
100047	461454	06/15/2010	LAZYBOY TRUCKING INC.	\$6,738.71
Total				\$6,738.71

10 Records per page

Pay multiple invoices at one time

Electronic payments via ACH or credit card

Note

View this item

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# Invoice Gateway: Client portal

The screenshot shows a web browser window with the URL `https://clientportal.dfsprint.com/default.aspx`. The browser's address bar also shows a Google Chrome password prompt. The page header features the DFS logo, the text "CLIENT PORTAL", and a stylized logo of three interlocking squares. A navigation menu on the left includes links for Home, Upload Files, Approve Jobs (1), Job Status, Manage Profile, Manage Campaigns, Contact Us, and Page Manager. The main content area is titled "WELCOME TO DFS CLIENT PORTAL" and contains an "IMPORTANT MESSAGE FROM THE UNITED STATES POSTMASTER GENERAL". The message is dated April 18, 2013, and is from Patrick R. Donahoe, Postmaster General, of the United States Postal Service. The subject of the message is "Intelligent Mail Barcode". The message text discusses the requirement for Intelligent Mail barcode and full-service mail by January 26, 2014, and mentions a Full-Service Technology Credit to help defray costs. The message concludes with a statement of commitment to the mailing industry and a signature of Patrick R. Donahoe.

Home Page x Flight Status x Client User Manager - Zc... x

← → ↻ <https://clientportal.dfsprint.com/default.aspx> Suggested Site Imported From IE Educational Employ...

Do you want Google Chrome to save your password? Save password Never for this site

**DFS** **CLIENT PORTAL**

Welcome [dfs@dfsmail.com](#) [ Log Out ]

Home  
Upload Files  
Approve Jobs (1)  
Job Status  
Manage Profile  
Manage Campaigns  
Contact Us  
Page Manager

WELCOME TO DFS CLIENT PORTAL

**IMPORTANT MESSAGE FROM THE UNITED STATES POSTMASTER GENERAL**

Patrick R. Donahoe  
Postmaster General, CEO

UNITED STATES POSTAL SERVICE

April 18, 2013

MAILING INDUSTRY

SUBJECT: Intelligent Mail Barcode

On January 26, 2014, an Intelligent Mail® barcode and the full-service option will be required for mailers to receive automation price discounts. Our intent is to create 100 percent visibility in the mailstream by providing mailers with near real-time data on their mail and packages from origin to final delivery.

In an effort to assist the mailing community in the conversion to full-service Intelligent Mail, we have worked during the past two years to develop several important initiatives. In June we will begin offering a Full-Service Technology Credit to help defray some of the costs associated with conversion to full-service. In addition, we are working to make it easier for mailers to adopt full-service including certifying and promoting vendors' full-service software.

Despite these and other steps, it has come to my attention that some businesses remain skeptical about the Postal Service's resolve to meet the January implementation date. I want to assure everyone that our full-service requirement will go into effect in January 2014. The benefits of full-service to the mailing industry compel us to meet this time line.

I look forward to continuing our work together to make full visibility of the mail a reality and to grow our industry.

Patrick R. Donahoe

# Customer Care Solution:

## Web access to your job status

Flight Status

flightstatus.dfsprint.com/flightboard.aspx

Suggested Sites Imported From IE Educational Employ...











# FLIGHT STATUS

Powered By DFS

WORK ORDER MANAGEMENT SYSTEM

08/19/2013 9:32:33 AM

"Worrying wont stop the bad stuff from happening it just stops you from enjoying the good"

Remaining Image Counts				Remaining Mail Counts						
Today	220,868	All	220,868	Today	91,821	All	91,821			
	Client	Work Order #	Arrival	Laser	Letter	HW	Departure	Image	Mail	Remaining Piece
	Schools Financial Credit Union	126790	08/09/2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/19/2013	245	245	245
	Fresno County Auditor-Controller/Treasurer-Tax Collector	126894	08/13/2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/19/2013	1567	1567	1567
	Alameda County	126977	08/17/2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/19/2013	24648	7466	7466
	Fresno County	126978	08/17/2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/19/2013	27688	6651	6651
	Placer County	126979	08/17/2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/19/2013	3200	1005	8
	San Francisco County	126980	08/17/2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/19/2013	8692	2756	2756
	San Luis Obispo County	126981	08/17/2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/19/2013	2176	643	643
	San Mateo County	126982	08/17/2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/19/2013	5442	1585	1585
	Santa Barbara County	126983	08/17/2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/19/2013	2404	719	719
	Santa Barbara County	126983-A	08/17/2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/19/2013	258	33	33

Check job rea

Check on status of  
job real time

View history of  
completed jobs

# e-Adoption Marketing Works!

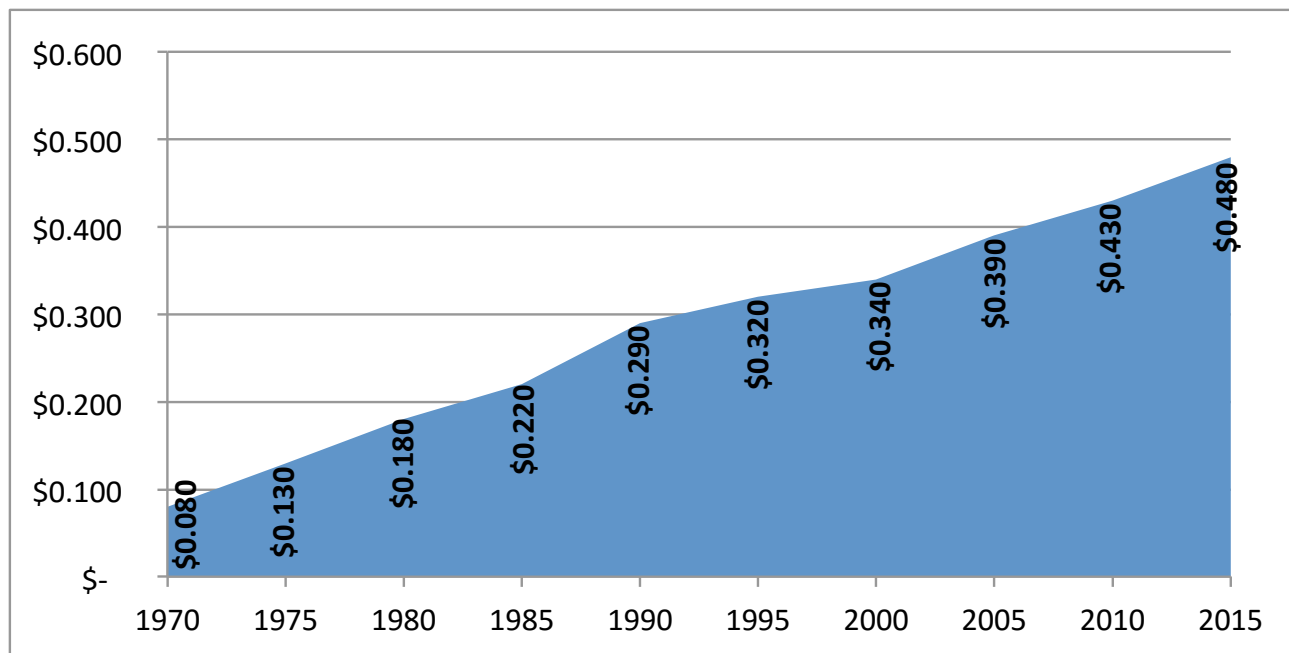
- Free program with 12 proven best practices
  - Bill messaging, statement inserts, incentives, etc.
- Since May 2009, average e-Adoption rate has increased .7% per month.
- e-Adoption rate for all DFS / MPC Jobber / Marketer clients averaged 25% in May, 2013.



# Avoid Future Postal Hikes

*Over the years postal rates have increased.*

**USPS First Class Mail Rates**



# Immediate Reward with Minimal Effort

- 20-35% savings from Paper Billing
- Double those savings with more e-billing
- Faster collections with online billing & payment
- Sell more to existing customers
- Low impact on your IT and Credit resources

**Key Benefit: Lets You Focus on your Business!**

# DFS / MPC – The Leader in Wholesale Distribution



Carson Valley  
Chamber of Commerce  
and Visitors Authority



Ed Staub & Sons  
Energy. Community. Service.

