



EDEX Mailing

An Overview of our Document Mailing Services
for Business Professionals



EDEX Information Systems, Inc.

[edexis.com](https://www.edexis.com)

Updated January 2024

What is EDEX Mailing?

EDEX Mailing is a document print and mail service of EDEX Information Systems, Inc. Our mailing service is primarily used by customers who need to mail letters, contracts, reports, and a variety of other general business documents. It is used daily by government and private entities, as well as tens of thousands of professionals in the legal, medical, insurance, and claims administration fields nationwide. We established our mail services in 2008 and received a U.S. patent in 2012.

Why do companies use EDEX Mailing? Convenience, Cost, and Accountability.

At its core, EDEX Mailing is a simple and convenient way to send documents by U.S. mail. Users log in to our EDEXOne online application and create a new mailing order, then upload documents and recipient addresses. A variety of optional services are available on a per-order basis, such as check inclusion, self-addressed return envelopes, separator sheets, and other features. We print, fold, stuff, and mail each order for our customers Monday through Friday. For low-priority orders, our basic mailing cost is \$1.25, and the same-day mailing fee is \$2.00 plus the cost of postage and any optional services selected. This makes EDEX Mailing an easy solution for road warriors, work-from-home, and remote workers who may not always have easy access to printers, envelopes, and stamps. Because our mailing process is so simple, even in-office teams and workers benefit from using EDEX Mailing for their daily outbound mailings rather than handle the tedious and time-consuming process of printing and mailing documents themselves. Often the most important reason our customers choose EDEX Mailing is the accountability we provide. We can include a signed Proof of Service form in any mailing, and we can trace mailings from print production often through postal delivery. We receive USPS data for Certified and Priority Mail orders and we can apply for postage refunds for you if USPS fails to deliver such mailings. As your trusted third-party mailing provider, our Certificate of Mailing document proves we mailed specific documents for you, to whom they were sent, and when they were both mailed. In response to any court subpoena you may receive, we can regenerate a copy of your mailing as it was produced and mailed by us, with a report of the USPS tracking data we received.

About EDEX Information Systems

Established in 1995, EDEX Information Systems is the largest provider of California workers' compensation adjudicated court data, case tracking, electronic document filing, and document mailing services. We have tracked more than \$50 billion dollars in receivables for our customers, and mailed more than 25 million document pages. Our service integrity, attention to detail, and unique patented processes continue to set us apart from every other provider of similar services.

We take data and document security seriously. We constantly work to keep electronic data and documents protected from unauthorized disclosure. We manage our customer's sensitive data and documents in the same manner we protect our own corporate data assets. To review specific information regarding our corporate policies and compliance please download our Integrity document at <https://edexis.com/documents/EDEXIS-Integrity-Document.pdf>.

Key Features and Benefits of EDEX Mailing

- **Low Cost, No Contract Required**

Mail documents for as little as \$1.25 per piece, including postage.

- **Sign Up and Start Mailing In Minutes**

No lengthy account setup or training classes. Send your first mailing in minutes.

- **Add Your Company Name and Logo**

Add your company name, return address and logo to same-day orders at no charge.

- **Same-day Mail Production Available**

Submit your same-day order before 1:00 p.m. Pacific Time and it's in today's mail.

- **In-house Mail Production for Data Safety and Compliance**

Our trained employees produce each mailing. We do not outsource to third parties.

- **USPS First-class, Certified Mail, and Priority Mail**

Choose the service level you prefer. Select different services for each recipient.

- **Best-in-Class Mailing Guarantee for Certified and Priority Mail**

If the USPS doesn't deliver, we can apply for a postage refund for you.

OUR LEGAL INDUSTRY INTEGRATION PARTNERS



Using Legal Case Management Software?

Many of our customers are attorneys and law firms throughout the United States who use **Clio**, **Casefriend**, or **Litify** case management software. Our EDEX Mailing services are available within these products, providing users the ability to create and send mailings directly from any matter. Our mailing API even returns the order expense back to the client software automatically. Mailing expenses can be itemized and billed directly to each matter, if desired.

EDEX Mailing Price Guide

Prices and details as of January 1, 2024 and are subject to change.

Every EDEX Mailing order includes the following standard features:

1. Four (4) printed sheets of paper per envelope, printed duplex (both sides printed).
2. All labor and material costs for printing and delivery to the post office.
3. Production by HIPAA-compliant EDEXIS employees. No outside mail contractors.
4. Optional Proof of Service form e-signed by an EDEXIS employee.
5. An EDEXIS Certificate of Mailing form, with all order and delivery information.
6. A log of USPS tracing/tracking data we received for your mailings.

The total cost of each mailing, optional services and postage fees, will be displayed on the screen for review and approval by the user prior to submitting each order.

Aggregated Mailing: **\$1.25 fee per recipient**, plus additional page fees, if any.

Use our basic EDEX Mailing service for your low-priority general mail, invoices, and other correspondence of lesser importance. Basic mailings are printed and mailed two days per week (Wednesday & Friday). Basic mailings may be combined in one envelope with orders mailed to the same recipients by other customers. Additional duplex printed pages are just \$0.07 cents/side. No logo or options are available.

Daily Mailing: **\$2.00 fee per recipient**, plus any costs for optional mailing services and postage for your selected delivery method.

Add premium options and postal delivery services to your mailing. Daily orders ship in their own envelopes and are not combined with other orders. Use this service for any type of document mailing. Orders submitted by 1:00 p.m. Pacific Time Monday through Friday (except holidays) will be printed and delivered to the U.S. Postal Service the same day. Additional duplex printed pages are \$0.07 cents/side.

Add additional premium options, if desired:

Add your company name, address and logo in the window:	FREE
Add a check payment to a mailing:	+ \$1.25 per check
Add a self-addressed return envelope:	+ \$1.25 per envelope
Add printed separator sheets between documents:	+ \$1.25 per recipient
Simplex printing (documents printed on one side only)	+ \$0.05 per page

Choose your preferred U.S. Postal Service delivery method:

Select **USPS First-Class, Priority Mail, Certified Mail, or Certified Mail with electronic Return Receipt** for each recipient. The actual postage costs for the delivery methods you choose for each recipient is added to each order.