

Docmail Associates program launched!

Welcome to the new edition of the Docmail newsletter. More news, tips and case studies from Docmail and a new special offer below!

Make money from your Docmail account! We have just launched our new Docmail Associates program that lets you earn money from introducing your customers, business associates etc to Docmail. Get from 0.5p to 2p for every letter mailed by someone you referred - and it's recurring income - make one introduction, and enjoy the benefit for years! [Full details on the Associates program below.](#)

New Docmail API launched - With the new Docmail Application Programming Interface (API) you can integrate your software package into Docmail! Aimed at software developers - the API allows easy integration of accounting software, vertical market systems, in fact, any software that generates documents to be posted. Developers can now add a 'Docmail' button to their software and bring the benefit of low cost, low effort post to all of their customers. No more stuffing envelopes with invoices, statements and letters - just hit the Docmail button, and everything is done for you, at less cost. [Download the API help guide here.](#)

10% Discount Offer - We are running a special offer until 5pm June 12th. Order and pay for a mailing by that time and you can get a 10% discount on your mailing! Just enter the discount code JUNE in capitals with no leading or trailing spaces, and you can send a letter for as little as 22.5p. Don't miss out, place your order *now*.

Prices - Royal Mail prices increased by 3p in April - Docmail prices didn't. You can still send a letter from just 25p, including print, envelope and postage - That's 5p less than a 2nd class Royal Mail stamp!

Don't forget - if you are a new user you can send a letter now for free! Every new account (up to the first 30,000 signing up each month) is credited with **£1.00** - enough to let you send up to four letters - so why not log in to your account and send a letter for free?

Can't remember your login information? [Retrieve your login information here.](#)

The Docmail Associate program

Docmail provides a fantastic new service to businesses and organisations that need to send post. Now you have the chance to get in at the beginning of this new growth market. You can actively sell Docmail to an existing customer base - or just simply include a link on your website - in either case, you will have a growing income in a brand new marketplace.



You can earn from 0.5p to 2p for every envelope that a Docmail customer introduced by you sends out. Every time one of your referrals sends an order, you get an email telling you how much you have earned, and what your current balance is. Docmail pays out once a month (if you have over £50 in your account).

Don't think you can do it? It might be easier than you think. The range of businesses and organisations using Docmail is growing every day. It might be as simple as including a link on your website, sending an email to your contacts, or dropping a card or leaflet to your local school secretary or Doctor's receptionist - or you might have an existing customer base that you want to leverage in a brand new market.

So, if you just want to earn a 'bit on the side' or have a desire to introduce a new growth product into your existing business - all you need to do is create a Docmail account - and then register as a Docmail Associate. [You can find out all you need to know here - including terms and conditions.](#)

In our next newsletter we will bring you some suggestions on building your Docmail referral list.

Associate scheme or referral scheme - which is for you?

Existing customers will know that we have been offering a referral scheme to our customers for some time - so what is with the new Associate scheme?

Well, there are a number of key differences in the schemes - but the key difference is - if you are more interested in sending your own post, use the standard referral scheme - if you are interested in making money from Docmail, then [sign up as an Associate.](#)

Both schemes work the same way, and you can use the same links to advertise them. Here's how they are different:

Referral Scheme

- You cannot be paid cash from your account - any referral earnings are credited to your account to be used against your own postage costs.
- There are two payment levels. If someone you refer refers a third person, you earn commission on the third parties post as well as on the person you referred.
- Credit is at just one level - 0.5p per envelope paid for and mailed by your referral and the same from anyone they have referred.
- We don't expect you to actively sell Docmail.

Docmail Associate

- You are paid cash from your account. Each month when your commission balance is over £50 you will be sent a cheque payment.
- There is only one payment level. You are paid a commission on people that you have referred only - not anyone that they may refer.
- The amount of credit you gain varies depending on how much business all of the customers that you have referred have done in total. Payment per paid and mailed envelope starts at 0.5p but increases in stages to 2p per envelope.
- We do expect you to actively promote Docmail, and to accept our Associate agreement.

You can use a link on your web page or in an email that automatically includes your account number in the referral box. See how this looks in the Associate section opposite.

Alternatively, if you want to display a banner containing your referral code on your web page - you can find details [here](#) or you can use any of the new Associate banners and links [here](#).

For more information [click here and send us an email.](#)

Don't have a Docmail account yet?



"Coming Soon" - Some of the developments we are working on for Docmail

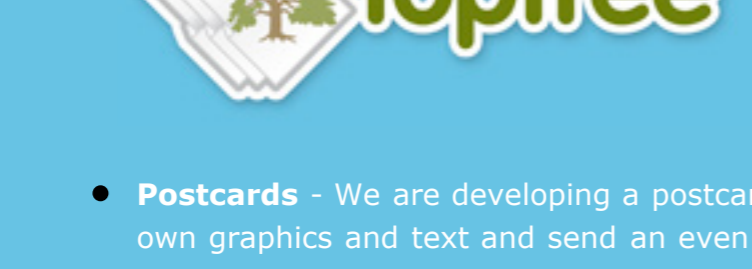
Docmail is never a finished project. As long time users will know, we improve and expand all of the time - bringing greater ease of use, more options, and more capability. Every month we write, test and launch a new release of the system. Sometimes the changes are invisible to the user - like developing the API link. Sometimes more obvious, like the Associate program.

Here are some of the things currently in the pipeline. We would love to have your feedback on what you like or don't like below - and what's missing! What haven't we thought of yet that Docmail needs?

- Minor Updates** - We have added a few new features - your account number now displays on your 'My account administration' page, making it easier to identify for referring other people - you can now select 'asap' for your delivery date, and there is a link in the help text to let you know when you can expect your mailing to be delivered.
- Indicia** - We are launching a new Docmail indicia on our envelopes - again, just awaiting Royal Mail approval. But here is a preview...



- Return addresses** - Our current system ensures that mail that is returned as undeliverable is securely destroyed. We have been working on a solution that will allow you to include a return address on your document. This is currently going through an approval process with Royal Mail, and we are hopeful of launching this option soon.
- The Toptree Initiative** - Toptree plants twice as many trees in the UK as were originally used to make the paper products that carry the Toptree logo. All Toptree supported products are made from paper sourced from sustainably maintained forests. Many companies try to reduce their environmental impact by reducing their paper usage and using recycled paper. However, with the environmental challenges we face today, conservation is not enough. We need restoration. The Toptree Initiative plants trees in the UK in conjunction with the Woodland Trust to regenerate UK woodland for all to enjoy. Almost 80,000 trees have been planted since the initiative began in 1997. Toptree should be available on Docmail products shortly!



- Postcards** - We are developing a postcard application allowing you to upload your own graphics and text and send an even lower cost mailing.
- Christmas Cards** - We offered Christmas Cards on a small scale last year - this year expect bigger and better!



Hints and Tips!

Checking your Associate link

You can easily include your Associate link to Docmail in an email or on a web page. Just check your Docmail account number on your 'My account administration' page while logged into your account. You will see your account number normally starting with 'ZDM'. The account number needs to be in your associate link like this: <http://www.cfhdmail.com/index.html?ReferrerAccountNo=ZDM000050> where your account number is ZDM000050. When someone clicks on this link, they are taken to the Docmail site - and if they visit the sign up page, your account number will be pre-filled in the referral box.

Sending a sample letter

Haven't tried Docmail yet? It's simple to send your first letter. (1) Just click on 'Create my mailing', enter a name for your mailing like 'test' and click on next. (2) Select the welcome letter from the test letters provided and click on next. (3) Click on the 'Add self to list' button and click on next. (4) Click on the 'Download proof' button, and check your proof - click on 'Approve'. (5) Click on 'Pay from account' to use your free £1 credit to pay - then click OK. That's it, your letter is on its way to you. Why not try it now, it will take 2 minutes!

Addressing your documents

Remember, Docmail puts the address on the first page of your mailing in the exact place it needs to print to show through the envelope window so you need to allow space on your letter for this. By checking the example template stored on your account you are able to see the area that needs to be left clear. Typically you should start your document at least 9cm down to allow for the address. To line up with the automatic positioning of the address, you need to indent 2.5cm from the left of the document.

Get help!

Have something to send but not sure how to set it up? Email your document to our support team on docmailsupport@cfh.com and we will be pleased to help.

Case study - Docmail Invoices

There are a number of ways to send documents like invoices and statements through Docmail. The simplest is where your software provider has taken the initiative, and linked their software package to Docmail via the Docmail API. Docmail API was designed specifically to allow software houses to offer a simple 'Print and Mail' option directly from their software, and enables easy integration via that route. If your software doesn't have a 'Docmail button', perhaps you should ask your supplier to consider adding one?

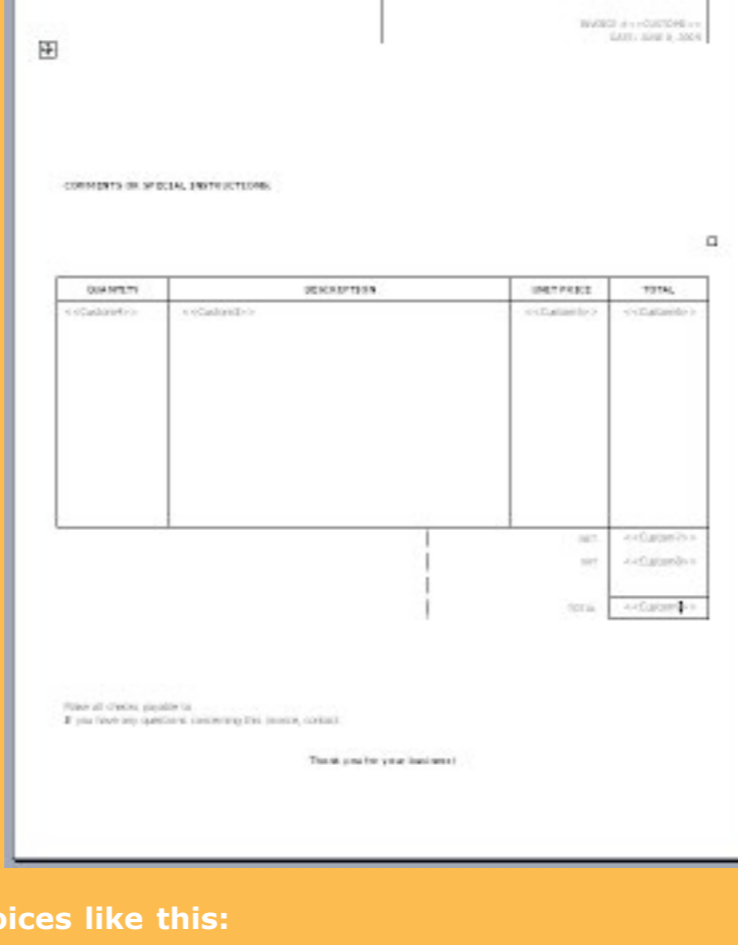
Where your software doesn't connect directly with Docmail, you can still use Docmail to send all your statements and invoices, provided your software allows you to export your invoice or statement data as an Excel spreadsheet or a CSV file. All you need to do is configure the custom fields on Docmail to position the data where you want it on the page.

Your Excel file may end up looking like this:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Account No.	Company Address	Address	Post Town	County	Post Code	Invoice No.	Invoice Desc	Invoice Qty	Price	Value	Tax	VAT	Gen	
AD0087	Adams Ltd, 15 Long	Blicken	Bristol	Somerset	BS1 2RS	54804	Asst Soft Gsc	17	49.00	835.00	835.00	£12.75	897.75	
AD0141	Angels Ltd, 22-24	High	Leeds	Yorkshire	LS2 4FC	54805	Label Linen	52	2.25	117.00	117.00	£3.02	119.98	
AD0023	Bowler Ltd, Bowler	High	Stoke	Staffordshire	ST1 4JK	54806	Label Cloth A	254	1.11	281.46	281.46	£49.82	331.28	
CO1265	Cottage In-32	Reck	Salford	Birmingham	West Mts	50C	54807	Label Linen	14	4.25	59.50	£9.30	68.80	

You can then relate your Excel columns to Docmails custom fields:

Then using an invoice template like this, combined with Docmail's 'PDF background' capability:



You can send invoices like this:



...and you can send your whole invoice or statement run in seconds - no more envelope stuffing - no more waiting at the Post Office!

How could YOU use Docmail to save money and promote your business?

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