



## Classroom Workshops

### Maximize your use of Mail Manager with in-depth training from the experts.

Mail Manager™ and other BCC Software offerings are the key to enhanced mailings and higher profits. And BCC Classroom Workshops are an ideal way to sharpen your Mail Manager expertise—helping you become a smarter mailer, and opening the door to even greater efficiency and profits.

BCC's Classroom Workshops provide Mail Manager instruction from expert staff, and are industry-acclaimed for student satisfaction. After "graduation," your increased mastery of this powerful software will give your operations a valuable edge.

Three-day **Standard Workshops** now include an overview of mailing basics, along with thorough coverage of Mail Manager features including presorting and ZIP + 4® encoding, using Web update and the Label Designer, creating selection sets and calculated expressions, and a variety of essential list-maintenance functions.

At a two-day **Advanced Workshop** you will become a "power user" of Mail Manager's calculated expressions and the Label Designer, while also learning about indicia, bitmaps, calculated text and text boxes; the flexibility of User-Defined Reports and Functions; graphics, borders, and variable fonts; and more.

#### Testimonials

"Great class! Cleared up all of the questions about how to use the software. I would definitely recommend this class to others."

— Josh Dalton  
PESI Healthcare

"I came with four areas of concern. All four were covered. The class participants added to the overall excellence of this course."

— Doug Janak  
Texas Mailhouse

And to get the most training in the least time, consider a **Power Workshop** that packs the curricula for Standard and Advanced classes into a comprehensive three-day learning experience. (Prior mailing experience required.)

Whatever combination of classes you choose, you'll get more from your mailroom with the most complete training for Mail Manager.

## Mail Manager Classroom Workshop Details

**HOURS** 9am to 4:30pm. Lunch is provided.

### FEES

- **Standard:** \$1,195 per attendee; \$995 per additional attendee from the same company. (**Rochester, NY:** first attendee \$795; each additional attendee \$595.)
- **Advanced:** \$895 per attendee; \$695 per additional attendee from the same company. (**Rochester, NY:** first attendee \$495; each additional attendee \$295.)
- **Power:** \$1,195 per attendee; \$995 per additional attendee from the same company. (**Rochester, NY:** first attendee \$795; each additional attendee \$595.)

### ALL CLASSES—PLEASE NOTE

To receive multiple-attendee discount participants must register for the same class at the same time. Full payment is required 21 days before the first day of class. Workshops fill on a first-come, first-served basis. Reservations are confirmed once payment is received.

### CANCELLATIONS

BCC reserves the right to cancel a Classroom Workshop up to 21 days in advance of the first class day. After that date, the class is considered confirmed.

- If BCC cancels a class up to 21 days in advance, you may receive a full refund or apply your class fees to another class held within one year of the original class date.
- If you cancel more than 21 days in advance, you may receive a full refund or apply your class fees to another class held within one year of the original class date.
- If you cancel fewer than 21 days in advance, you may send another attendee in your place or apply your fee to another class held within one year of the original class date.

### TRAVEL / LODGING

Although area hotel and restaurant recommendations are provided on the BCC Website, participants are responsible for their own travel and lodging. BCC recommends that travel arrangements be made only after a class is confirmed.

### TO REGISTER

- **Online:** Visit the BCC Customer Portal at <https://portal.bccsoftware.com/support/classroomworkshops.aspx>.
- **Telephone:** Call **800.453.3130**.
- **Forms of Payment:** Credit cards, purchase orders (with prior credit approval) or company checks are accepted. If paying by company check (paper checks only), please make payable to *BCC Software Inc* and send to  
**BCC Software Inc**  
**39093 Treasury Center**  
**Chicago, IL 60694-9000**

### For Full Service and More: BCC Professional Services

BCC's Professional Services offerings are Ideal for Mail Manager Full Service licensees, Mail Manager users requiring above-and-beyond help, or any BCC customer seeking in-depth training and assistance. Available services include:

- **On-site / Customized Workshops** A BCC instructor can visit your business to conduct a workshop, as customized and focused as your needs require.
- **Product Configurations** One or more BCC experts can be dispatched to your business to work directly with your team on software installations, script building, or any issues that might require personalized on-site assistance.
- **Consulting Services** A BCC consultant can help you develop mailing-related process improvements, as well as any quality control recommendations that can increase your efficiency and boost your bottom line.

For rates and additional information, contact **800.453.3130** today and let us know: **How Can We Help?**

## 2010 Workshop Calendar

**Please Note:** Mail Manager Workshops held in Rochester, NY (listed in **bold**) are offered at a reduced price compared to other locations.

### STANDARD

<b>Jan 25-27</b>	<b>Rochester, NY</b>
Feb 16-18	Orlando, FL
<b>April 26-28</b>	<b>Rochester, NY</b>
<b>July 19-21</b>	<b>Rochester, NY</b>
Oct 12-14	Las Vegas, NV
<b>Oct 18-20</b>	<b>Rochester, NY</b>

### ADVANCED

<b>Feb 25-26</b>	<b>Rochester, NY</b>
<b>May 27-28</b>	<b>Rochester, NY</b>
<b>Aug 26-27</b>	<b>Rochester, NY</b>
<b>Nov 4-5</b>	<b>Rochester, NY</b>

### POWER

<b>March 9-11</b>	<b>Rochester, NY</b>
March 23-25	Las Vegas, NV
<b>June 8-10</b>	<b>Rochester, NY</b>
July 13-15	Chicago, IL
<b>Sept 28-30</b>	<b>Rochester, NY</b>
Dec 7-9	Orlando, FL



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For more information  
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or visit [www.BCCSoftware.com](http://www.BCCSoftware.com)

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