



## Complete Mailing Services

Your Trusted Source for Everything Mail

# FACILITIES MANAGEMENT

OUTSOURCE SERVICES  
TAILORED TO YOUR NEEDS



**CMS offers a full range of strategic support solutions designed to increase the efficiency of your business.**

### IMPROVE PRODUCTIVITY



**CMS provides all your support services so you can focus on your core business.** We handle everything from printing and mailroom management to lobby and reception staff supervision, so you don't have to.

### IMPECCABLE SERVICE



**CMS is known for our white glove service and exceptional client experience.** Our off-site support infrastructure has the expertise to manage on-site teams. CMS delivers top of the line performance that gives your business bottom line results.

### FLEXIBLE SOLUTIONS



**One size doesn't fit all.** CMS carefully evaluates your needs to develop customized, adaptable solutions for your business. Our team works with you to ensure that you are getting the very best value from your support structure and assets.

### OUR SERVICES

Mail Room

Print Room

Lobby

Reception

Welcome Service

Concierge Service