

Section 2: Handling mail

This section will help you to evidence Learning Outcome 2: **Understand how to handle mail.**

Learning objective	Place in Assessment
2.1 Explain the purpose of correctly receiving, checking and sorting incoming and outgoing mail or packages	Question 1 Page 3
2.2 Identify different internal and external mail services available to organisations	Question 2 Page 3
2.3 Describe the methods of calculating postage charges for mail or packages	Question 3 Page 4

1. Explain the purpose of correctly receiving, checking and sorting mail and packages (both incoming and outgoing). [2.1]

Flow of mail in any business is important for its success. It can be used for many reasons and purposes. This includes transfer of materials, equipment and invoices from suppliers, transferring information or services, important correspondence, samples, orders for goods and services, invoices or payment cheques from clients and suppliers, important legal documents or requests for products and services etc.

Poor mail handling can harm the business in many ways like business loss if information required is not sent on time, loss of business and income if order for products and services are delayed in being delivered, loss of opportunities and penalties if legal documents are not sent by deadlines, annoyance of suppliers if they have to chase invoices and more.

Sorting of mail needs accuracy and diligence and one or more members of staff are employed for receiving, checking and sorting of letters and packages, depending on the size of the business.

Incoming mail is required to be opened (unless marked confidential), contents removed, date stamped, attach enclosures if any and then put them in their relevant pigeon holes or trays belonging to different departments.

Inter departmental mail also requires equal importance. It has to be sorted as per their addressee and subject matter. Internal mail is generally collected by different department staff or has to be put in their tray.

Outgoing mail is also treated in the similar way which is sort them according to in what time frame they need to be sent, which postal service should be used and then franked or sent accordingly.

2. Complete the table below with the following information:

- At least two examples of internal mail services that are available to organisations
- At least two examples of external mail services that are available to organisations [2.2.]

Internal mail services	External mail services
Internal mail service: This service is used to handle mail between	Royal Mail: It contributes to majority of mail and parcel delivery. Everyone from

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web 28 the vehicle s electrical system including the battery the wireless service provider s signal and a connected mobile phone must all be available and operating for 911 assist to function properly these systems may become damaged in a crash

automatic transmission problems of the 2002 ford escape - Dec 20 2021

web may 16 2010 failure date 08 10 2002 the contact owns a 2002 ford escape immediately after purchasing the vehicle in august of 2002 it began stalling and lost all power the contact received a recall notice in april of 2004 for nhtsa campaign id number 04v165000 power train automatic transmission control module

shift solenoid replacement hi all i am hoping to change the - Sep 28 2022

web 2002 ford escape 3 0l 6 cyl 2wd automatic 160 000 miles hi all here are some diagrams to help you get the job done and i will include a transmission wiring diagrams as well check out the diagrams 2 is the solenoid shift pack below 2005 ford escape all wheel drive automatic 5400 miles i have a 2005 ford escape lately

