

Providing the highest level of time-sensitive **pick-up and delivery** mail service.



ISD Purchasing and Contract Services

County Mail Services



Internal Services Department

SERVICES INCLUDE



Mail Stop scheduling, pick-up & delivery

Service days and times are scheduled to meet internal or legal requirements of customers.



Internal mail tracking

Special mail items can be tracked with number receipts including online tracking.



Metering & presort discounted postage

Mail metering services including bar coding and presort postage discounts.

ISD Mail Services plays a central support role for the County and Courts in providing pick-up and delivery services for both internal and external communications. Utilizing centralized mail processing locations, spoke delivery, advanced technology and dedicated, expert staff, Mail Services maintains a long-standing reputation for providing prompt, high quality, courteous service in compliance with USPS and internal County requirements. ISD Mail Services include:

- Internal and Court pick-up and deliveries
- Outbound mail postmarked same day
- Post Office Box pick-up
- Presort mail discount to reduce postage cost with barcoding and bundling
- Mail advisory consulting as needed

MAIL SERVICES TEAM

Section Manager Jesse Rodriguez
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Mail Services Head Terril Gayden
323.267.3988
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Billing 323.267.3988

Mail Services Supervisors Frank Mares Charles Cole
Laurie Reeves Tom Marx

PCS MAIL SERVICES BENEFITS

- Security and confidentiality ensured with uniformed drivers with County ID badge
- Website for online receipted mail tracking
- Marked, reliable County vehicles with GPS tracking and two-way communication
- Careful handling, reliable delivery and friendly service
- Cost savings with presort bundling

COUNTY MAIL SERVICES LINE | phone 323.267.3988