

Paper Clutter: The Best Defense is a Good Offense



Whatever happened to the notion that, because we are living in the age of computers, we would become a paperless society? Certainly, the credit card companies, catalog sales companies, and charitable organizations didn't get that memo! They continue to fill our mailboxes – and our homes and offices – with more and more of their exciting offers and urgent requests for our money. In fact, unsolicited mail volume increased by *five billion pieces* since the National Do Not Call Registry went into effect in October of 2003!

Sid Kirchheimer, writer of the Scam-Alert column for the "AARP Bulletin", recently appeared on NBC's *TODAY*, and offered these tips to help us all eliminate unwanted mail *before* it ever reaches our mailboxes.

Opt-Out Of Mailing And Telemarketing Lists Gleaned From Public Records

The following companies compile and sell lists of names to businesses, which then send you unsolicited mail. You can write to them to request that they remove your name from their lists:

<p>Dun & Bradstreet Customer Service 899 Eaton Avenue Bethlehem, PA 18025</p>	<p>Metromail Corporation List Maintenance 901 West Bond Lincoln, NE 68521</p>	<p>R.L. Polk & Co. / Name Deletion File List Compilation Development 26955 Northwestern Highway Southfield, MI 48034-4716</p>
<p>Database America Compilation Dept. 470 Chestnut Ridge Rd. Woodcliff, NJ 07677</p>	<p>Acxiom U.S. Call 877-774-2094 to request an opt-out form <i>or</i> E-mail a request to optoutus@acxiom.com</p>	<p>Mail Preference Service Direct Marketing Association P. O. Box 643 Carmel, NY 10512 <i>or</i> E-mail a request to www.dmaconsumers.org/cgi/offmailing</p>
<p>Eliminate pre-approved credit card & insurance offers: Call 888-5-OPT-OUT from your <u>home</u> telephone <i>or</i> Visit www.optoutprescreen.com.</p>		<p>Stop receiving mail addressed to "Occupant" or "Resident": Write to: ADVO, Inc. Customer Assistance P. O. Box 249 Windsor, CT 06095 <i>or</i> Call: 888-241-6760 <i>or</i> Web: www.advo.com/consumersupport.html</p>

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Stop receiving all unwanted catalogs: Abacus, Inc. P.O. Box 1478 Broomfield, Colorado 80038 <i>or</i> E-mail a request to optout@abacus-us.com	Stop receiving a particular catalog: Contact the specific catalog company. Include the information on the mailing label.
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Eliminate sweepstakes & contest entry forms:

Publishers Clearinghouse Write: Consumer & Privacy Affairs Publishers Clearinghouse 382 Channel Drive Port Washington, NY 11050 <i>or</i> Call: 800-645-9242 <i>or</i> E-mail: privacychoices@pchmail.com	Reader's Digest Write: Reader's Digest P. O. Box 50005 Prescott, AZ 86301-5005 <i>or</i> Call: 800-310-6261 800-735-4327 for hearing impaired
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Other Preemptive Strikes You Can Take

When we do business with a company, we sometimes give them our contact information. You can reduce the distribution of your name and address by taking the following actions:

- ✓ Don't send in "warranty cards" from purchases. Instead, file your receipt in a designated safe place. If you do send in a warranty card, do not include any personal demographic information that the company could sell to another company.
- ✓ Read those Privacy Notices that companies and financial institutions are required to send annually. Find the mailing address to opt-out of the company sharing your information with other companies, and then mail a request that they not share your information.
- ✓ When you make a contribution to a charity, also send a written request that the charity not share your name with other charities.
- ✓ Choose your charities carefully. The more charities to which you give this year, the more charity requests you will receive next year – especially if you make small donations.

Below, you will find examples of labels you can print and tape to postcards to opt-out of receiving unwanted mail:

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Use to Opt-Out of New Mailings	Use for Mail You Already Get
<p>FROM: _____ _____ _____</p> <p>I am instructing you not to LEND, SELL or TRADE my name to any other organization for its mailing lists. I want to reduce the amount of paper and resources being spent to generate unwanted mail. Thank you.</p> <p>DATE: _____</p> <p>SIGNATURE: _____</p>	<p style="text-align: center;">AFFIX MAILING LABEL HERE</p> <p>Kindly remove my name from your mailing list. I want to reduce the amount of paper and resources being spent to generate unwanted mail. Thank you.</p> <p>DATE: _____</p> <p>SIGNATURE: _____</p>

*If you (or an elderly relative) are recipients of too much unwanted mail, and you need assistance, **Absolutely Organized** is here to help. We can help you sort through the backlog and search for “treasures” among the trash, and help you get off of mailing lists.*

Call us at (410) 329-3300 or e-mail us at info@absolutely-organized.com.

Our Privacy Policy

We will NEVER share your name or contact information with anyone without your express permission.