

Equally Focused on Quality & Improving Lives

At the Mail Fulfillment Center at the Center for Disability Services, our talented team offers the best in document services, so you can focus your time and resources on your core business.

And, while our quality is second to none, it's also our mission to provide meaningful employment opportunities in a competitive work environment for individuals with disabilities.



Timely, secure and accurate services



Save 10% at minimum on postage through presort mailing



The highest levels of document integrity software



Support our mission to provide meaningful work opportunities for individuals with disabilities

Technical Capabilities

- File-based integrity processing
- Real-time job level and mail piece page level tracking and reporting
- 1D/2D barcode reading capability
- Closed loop process for the highest level of malipiece integrity available today
- High integrity tracking and logging
- Proof of mailing and automatic regeneration
- System designed to accept a Mail Run Data File to ensure correct processing and job integrity

Contact the Mail Fulfillment Center today to learn more about the efficiencies and cost savings we can deliver for your business or organization!

*Printing | Mail Services | Project Fulfillment
Warehousing & Data Storage | Scanning*



Scan to take a virtual tour!

The Best in Document Services

Delivered with Excellence and through Opportunity

Printing

Mailing Services

Project Fulfillment

Warehousing & Data Storage

Scanning



Mail Fulfillment Center 
At the Center for Disability Services

Where people get better at life™

**518-437-5811 | cfdsny.org/mail-fulfillment
mailfulfillment@cfdsny.org**

Monday through Friday 8:00am to 5:00pm
63 Karner Road, Albany, NY 12205

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Our Services

Transactional Printing

- Color or Black Ink
- MICR
- Perforations
- High Efficiency to Handle High Volume
- Document preparation, transformation, and barcoding
- Custom stock
- No job too big or too small

Document Composition and Delivery

- Provide data feeds for document creation
- Automated, data-driven 1:1 electronic messaging
- Automated technology capabilities plus a strong human element when needed

Mail Services

- Mail inserting letters and flats –automated and manual processing
- Metering and sealing
- Presort
- Address cleansing
- Envelope procurement
- Courier services

Fulfillment and Warehousing

- Flat inserting and sorting
- Kitting and assembly
- Pick, pack, and shipping services
- Climate-controlled and secure pallet storage

Scanning

- OCR imaging
- Indexing
- Secure files transfer, document storage, and secure document destruction services

Our Team

70% of the Mail Fulfillment Center's workforce are individuals with disabilities who perform a wide range of services in the processing of our client work. The team also includes skilled operators, IT staff, and professionals that assure all aspects of our clients' work are processed timely, securely, and accurately.

Protecting your Data is our Priority

Buildings are camera-monitored, access-controlled throughout each area through the use of credential requirements, and we provide 24/7 off-site security monitoring.

The Center utilizes Microsoft Cloud-based production environments, including secure FTP protocols, and utilizes encryption at rest for client data.

Disaster Recovery Services

In the event the production facility is compromised, resulting in production not being able to continue, the Center offers off-site disaster recovery services. This backup layer of protection offers the same level of service and security as our primary facility. This redundancy minimizes disruption to client work processing during a critical emergency.

