



W1 QSL BUREAU

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Presort Manager Procedure

Procedure Number:	PS-01	Owner:	Eric Williams KV1J
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Introduction

This document describes the procedure used by the Presort Manager to receive cards from the Post Office and deliver them to the Presorters. The Presort Manager and the Administration Manager are the same person but described here a separate functions.

Procedure

Picking Up Cards at the P.O. Box

QSL cards from DX bureaus and from DX stations are mailed to the W1 QSL Bureau Post Office box. The Presort Manager should go to the Post Office once or twice a week to pick up the cards. The boxes and envelopes of cards can range from 1 to 40 lbs. In addition, there will be correspondence for the bureau and returned, undeliverable envelopes as a result of the Letter Sorter's mailings to their client hams.

The Post Office Box address is:

W1 QSL Bureau
P.O. Box 73
Marlborough, MA 01752-0073

The Post Office is located at 20 Florence Street, Marlborough, MA. The phone number is 508-485-4726. It is open the following times:

Monday – Friday – 6:00 AM to 6:00 PM (pickup of large parcels is after 8:30 AM)

Saturday – 6:00 AM to 4:00 PM (pickup of large parcels is after 8:30 AM)

When picking up the boxes of cards, be sure to check for any slips indicating that a parcel requires a signature. If there are any slips, take them to the front desk area and sign them to receive the parcel.

Types of Mail Received at the Post Office

The mail received at the Post Office is generally one of the following:

- 1 – Boxes and envelopes of QSL cards from DX Bureaus and DX stations.
- 2 – Envelopes containing payments (checks and cash) from W1 Call Area hams for crediting to their accounts. These are to be given to the Administration Manager.
- 3 – General correspondence including bank statements, Post Office bills, and questions or comments from hams. These are to be given to the Administration Manager.
- 4 – Returned shipments and Notify cards from the Letter Sorters, intended for the W1 call area hams. There are to be given to the Letter Sort Manager so (s)he can return them to the Letter Sorters.
- 5 – Packs of cards from hams intended for the ARRL Outgoing QSL Bureau. These are to be returned to the sending ham with instructions on how to send them to the Outgoing QSL Bureau. Occasionally, if they are complete with the proper payment and proof of membership, they can be given to the Letter Sort Manager for forwarding to the ARRL.

The fiberglass mail bins are returned to the Post Office at the next trip.

Preparing the Presort Boxes

The DX cards are bundled into packs about 1 to 2 inches thick and bound with a rubber band.

The packs are quickly scanned to pull out obvious missorted cards. For example non W1 call area cards. This is just a quick check since sometimes the DX Bureaus will include other call areas in the shipment. The idea is to reduce the number of missort cards that go out to the presorters when this happens.

The packs are also checked to get the cards generally in the same orientation.

Small groups of oversized cards are removed from the packs and presorted by the Presort Manager. Large groups of oversized cards are ok if they are kept together. For example, many of the JA cards are oversized.

The bundles are packed into the presort boxes. The normal size of the box is 13 in x 11 in x 7 in. Full of cards, a box usually weighs about 21 lbs and contains about 3300 QSL cards.

Include in the box an envelope with the following:

- A handful of rubber bands to be used to secure the sorted bundles
- A sheet of letter markers to mark the sort letter of the sorted bundle

Mark the bottom of the box with the date it is shipped and the box number. The box number is in the form of EW-123 where 123 is the sequential box number.

Files Maintained for Presort Management

PreSort_finance.xls – This file is used to track the presort operations expenses.

W1BuroPresorterShipmentData.xls – Deliveries to the presorters are tracked by this file. This file is where the box numbers are assigned and tracked. The dates that the boxes are delivered and when are received by the Letter Sort Manager are tracked.

PreSortList.xls – This file contains the listing of the presorters and clubs that participate in the presorting. It has the contact information and special notes

References

[W1 QSL Bureau Web](#)

[Presort Procedure PS-02](#)

Revision History

Revision	Description of Change
21-Feb-2013	Initial revision
14-Sep-2016	Updated Post Office information
5-Dec-2022	Eliminated the shipping of the boxes