

## Data Cleaning / Management Services

(experts in cleaning databases for the not-for profit sector)

- Clean data means less returns after a mailing
- Clean data means better targeted mailings can be produced
- Clean data means less worries about the data protection act being breached
- Clean data means better all round data management therefore decrease in banking costs
- Clean data means not mailing the same donor twice

More and more charities are turning to CCR to have their data run against all suppression files and to have a bureau that can partner them in managing and running their banking and thanking operation. CCR is a licenced user of the National Change of Address file, is QMP accredited and a member of the DMA.

Ring today for a Free Data Audit. (Example can be found on the website). Check for movers, mortality, goneaways, postcodes, duplicates, casing and Mail Preference.

Client: Sample Audit Limited  
**Better Data  
 Better Mailings**

### CCR Data Audit

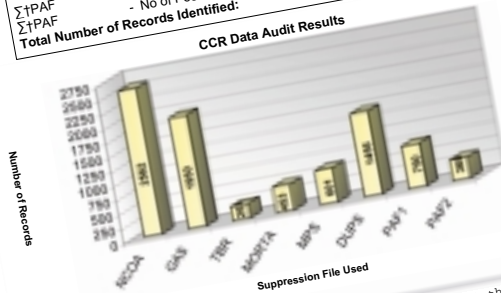
This data audit has been conducted to give a general overview of the condition and validity of your data and to highlight the potential benefits of cleaning the data by use of the Data Enrichment Services that are available.

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 Web: www.ccr.co.uk

**Potential Annual Savings of £13,091.40**

The following results have been obtained by comparing the data against each of the following suppression files.

Total number of records analysed:	75,500
Totals identified are as follows:	2,562
<b>Suppression Results</b>	1,950
Σ NCOA - National Change Of Address	453
Σ GAS - Gone Away Suppression File	251
Σ Mortscreen - National Registry of Deceased	601
Σ TBR - The Bereavements Register	1,456
Σ Mailing Preference Service	7,273
Σ DMPS - Duplicate Record Checking	750
Sub Total	365
Σ DUPE - No of Postcodes Changed	8,388
<b>Postal Address File Results</b>	
Σ PAF - No of Postcodes Added	
Σ PAF - No of Postcodes Deleted	
<b>Total Number of Records Identified:</b>	



Potential Annual Savings by using CCR Data Ltd to correct these problems you could save...  
 \* (Assuming an average of 4 mailings per year at a cost of £0.45 per pack)

Get your free sample by clicking on  
[www.ccr.co.uk](http://www.ccr.co.uk)

For more information contact...

"Judge us by the company we keep"



**Edward Spicer**  
 Sales Director

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Our clients include



CCR has become the appointed Supplier to Blackbaud Europe for data cleaning services.

In association with



## Data Capturing and Fulfilment Services

### Data Capture

Cheques, Postal Orders, Credit Cards, Standing Orders, CAF and all other charity cheques and credit cards, Cash, Gift Aid, Goneaways, Deceased, Removal requests, Address Changes, Name changes and Anonymous.

### Multiple Campaign Response Handling

As with many of our clients, we receive many different responses due to ongoing campaigning.

### Video Surveillance

We use 3 Eye Spy Video Camera devices in a secure room where the post is Received, Counted, Sorted, Opened and Batched into like groups to then be data captured.

### Security

All Money is kept in a safe until ready for delivery to the bank.

### Banking

We use computer generated banking reports to reconcile all monies. Banking reports and deposit slips are all matched for accuracy. We run credit cards through specialised software and process standing orders by sending out bank mandates.

### Thanking

We can produce as many letters as required, recording daily fulfillment figures in logbooks. Pre-Thanking queries are developed to prevent any errors.

### Printing

We are able to print on a wide selection of media in various formats. We can provide single page, multiple page and duplex document solutions as required.

### Fulfilment

Multiple item fulfilment as required by client such as, letters, badges, photo cards, videos etc.

### Mailing

We are equipped to provide a complete mailing solution including the compilation of various fulfilment items, printed media and various methods of mail sorting.

### Database Building

RE 6.5, RE 7 & RE 7.5  
Microsoft Access  
ACT

By using either the software packages individually or combining the facilities offered by each, we are able to develop a stable environment to data capture, process and action data from our client's customers/donors etc collected via their chosen method of response (telephone, mail coupon & letters etc).

In addition to the database software we also deploy a number of plug-ins (both API and interactive) that perform a variety of tasks to ensure the accuracy of captured data. These plug-ins include...

**AFD Bank Finder** Ensures accuracy of bank sort codes, Validates Credit Cards

**Match Code** Ensures accuracy of postal addresses and codes

**Find-it** A real time API that prevents duplicate record creation

### Reporting

#### Banking Reports

- Banked by type
- Banked by batch
- Daily totals Report
- Credit Card Transactions
- Credit Card Totals
- Daily Summary
- CAF Daily Report

#### Daily Activity Report

- Total Mail received, payment types itemization
- Standing Order Reports
- Campaign, Fund and/or Appeal reports
- Stock Level Reports
- And much more
- Total Mail received, payment types itemization
- Standing Order Reports

### Call Centre Facility

- 20 Operator Facility for Inbound/Outbound calls
- Data Capturing
- Banking and Fulfilment

### Call Centre Reporting

- Itemised phone report with graphs and charts on ring time, number of calls and a break down of calls per hour
- Banking Reports
- Daily Summary
- Weekly Activity Report

