

- Addressing - magazine wrapper labels (monthly)
- bibliographical list wrappers (monthly)
 - Yearbook supplement wrappers (quarterly)
 - advertising campaign mailings (irregular)
 - subscription renewal reminders (annual)
 - information request for calendar of meetings (annual)
 - information request for Yearbook (every 2 years)
 - change of address duplicates for internal use
- Invoicing - invoices with the following features (where necessary):
- different discounts
 - different languages
 - different currencies
 - special comments (to save a separate letter)
 - total of invoice in words (for a few official departments)
 - any number of copies
 - any number of items per invoice
 - invoice payment reminders to members or customers
 - totalling unpaid invoices
 - indicating amounts paid
 - indicating for which items 1st, 2nd, or 3rd reminders sent
 - receipts
 - membership fee reminders
 - congress fee payment
- Labels - for appropriate groups of items ordered on the invoice
- indicating to dispatch department the contents of package by code
- Accounts - total invoice by number and amount (monthly)
- total payments by number and amount (monthly)
 - total unpaid invoices by number and amount, indicating period over which the amounts have been due (1, 2, 3 months)
 - total postal costs by group (publications, magazine, advertising)
 - total sales of main groups of publications
 - total discounts given for major groups of publications
- Statistics - facility for count or analysis of address file according to any group of customer codes
- Membership list - facility for producing an up to date membership list