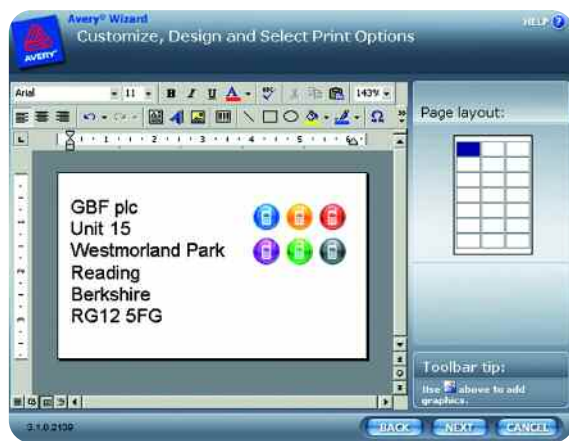


# Get Sorted!

There are apparently 6.7 million addressing label users in the UK, and that number is set to rise as a whole new raft of people are getting to grips with the world of e-commerce, selling their wares on auction sites such as e-bay. This also means that people, often for the first time, are having to learn about mailroom practices that have, up until now, been left to professional secretaries and PAs to worry about.



Ensuring that packages are accurately and professionally labelled will ensure that they arrive on time and in good condition, reducing the risk of loss. There are a whole range of tools available to help with these tasks and some of them are free, especially when you go to a market leader like Avery Dennison, who offers a wealth of support on their website and via their Consumer Centre. The office products maestros have developed both labels and software that work in harmony to save you a great deal of time and reassure people that you are a reputable outfit, enhancing your seller scores.

Avery Wizard 3.1 software is free to download from [www.avery.co.uk](http://www.avery.co.uk) and is supported by Microsoft. Once downloaded, a little red triangle appears in the toolbar of Microsoft Word, Excel, Outlook and Access and this will help you create, format and print ('mail merge') in minutes. It literally walks you through the process step by step and we guarantee you'll find it quicker than handwriting! The great thing about Avery Wizard is that it supports a whole range of printable products meaning that all your tasks can be done with the same, easy-to-use free software. Use it to label mail, personal and work files, create return addressing labels and print indexes, for example. View an online demo at [www.avery.co.uk/uk1/downloads/software](http://www.avery.co.uk/uk1/downloads/software) to see how easy it is.

**THEN TRY OUR TOP TIP:** Avery QuickPEEL Addressing Labels. Recently introduced, QuickPEEL labels are designed to speed up labelling time by 25%. These ingenious labels contain perforations along the length of their backing sheets, allowing a whole column to be removed in a flash because the label edges are exposed. Simple; but very very clever.

**Free samples of all Avery products to get you started are available from [www.avery.co.uk](http://www.avery.co.uk) or by calling the Consumer Centre on 0800 80 50 20.**

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