



23rd November 2017

Dear Member,

New Year's Resolution: DX addressing!

From the 1st of January 2018 we will be using DX addressing as the preferred way of sending mail within the document exchange in Scotland.

What does this mean for you?

Please update your systems so that documents are only addressed to DX numbers, and not LP addresses. We would also recommend that you update your DX address, and remove any references to LP addressing:

- on your website,
- stationery such as letterheads and business cards when next ordering
- email auto-signatures
- Update your DX address with the Law Society (LP addresses will be automatically removed from the Law Society website)
- Ensure that your documents only show your DX return to sender details (see information overleaf about getting a stamp if needed, for your mail)

Moving to a single addressing system will enable DX to sort your documents more rapidly using our automated sorting equipment, and reduce the amount of errors in the network due to conflicts between DX/LP numbers in addressing.

Updating details to DX addresses

There are a number of ways to ensure your DX address information is accurate, including:

- Use our online directory to search for DX addresses at www.dxdelivery.com/dxdirectory This directory is linked to our live membership database, ensuring new/changed details are always up to date.
- Download/print the PDF directory from the website, this directory is automatically updated monthly. We know some members prefer the 'hard copy' version, so this is a great option to have something on your desk.



- Cleanse your address book with our specialist partner. AFD are addressing specialists, DX members can access a free of charge service with AFD, to add DX addresses to your data. This can be exported/loaded directly into your practice management software.
- Talk to your account manager for further guidance and support.

As always the team at DX are aiming to ensure your mail is processed accurately and on time, and this change to a single addressing system will support this objective.

Best regards,

Wilson Smith
Head of Exchange – North

DX Addressing – Do you need a new RTS stamp?

It is important that all mail sent via the DX Exchange network includes your return DX address. We know that some members may only have an LP address stamp. IF you need a new return to sender stamp please complete the form below and return to DX.

Your RTS stamp should look like this:

ABC DX Exchange

If you need to make any changes to your stamp, please amend above.

Your name: _____

Email address: _____

Phone number: _____

Your stamp will be sent to the DX address on the stamp.

Please return this form to:

DX Scotland, DX 551930 LIVINGSTON S/C

Email: exchange@thedx.co.uk