

How to get the maximum benefit when using the outgoing QSL service.

Opening packages, sorting, slotting and packing QSL cards takes a lot of time and manpower. Here are some things you can do to keep the process running smoothly and efficiently.

- Send larger packages of QSL cards. Opening and sorting small envelopes of cards is slow and labor intensive. It is much easier for ARRL staff to open and record one large package than it is to open several small envelopes. This saves you money also.
- The QSL bureau ships freight quarterly on large pallets so sending small envelopes every month just increases the cost of handling and your cards will not arrive at their destination any sooner.
- **Print clearly** using block-style letters---no script---sharp points, straight lines, tails, slashes.
- Sort cards in alphabetical order according to parent and alternate prefixes. This is important for slotting the cards and eliminates returns because cards went to the wrong bureau. Keep all country prefixes together. Example: The prefix 2E belong to England so these cards will go with your G cards for England. The prefix TM is France so these cards will go with your F cards.
- Check to see if your QSO partner uses a QSL manager. Here are some good resources to find QSL managers.
 - <http://www.ik3qar.it/manager/>
 - http://www.qsl.net/va3rj/qsl_dbase.html
 - <https://www.qrz.com/index.html>
- Sending direct to a QSL manager will get you a return much quicker however the QSL bureau will still deliver cards to QSL managers. If a card is going to a QSL manager clearly write the word "via" then the QSL manager's call sign next to the station call sign. Our staff is trained to look for this information next to the station call so having it elsewhere on the card may get overlooked.
- If you write the station call sign on the back of the card, use upper-left hand side; and flip cards forward facing the same direction. Business side up with no blank sides facing forward.
- Do not separate the cards with slips of paper, rubber bands, etc. This only slows down handling of the cards.
- Include your e-mail address with your membership information and payment.
- No US to US except Hawaii, Alaska, Puerto Rico, Guam and USVI. Send direct.
- Check <http://www.arrl.org/outgoing-qsl-service>