# Reducing Junk Mail

This playbook outlines the steps to effectively decrease the amount of unsolicited mail you receive. The aim is to save paper, protect personal information, and reduce household clutter caused by junk mail.

### Step 1: Opt-Out

Register with the Direct Marketing Association's (DMA) Mail Preference Service (MPS) to opt-out of receiving unsolicited commercial mail from many national companies for five years.

### Step 2: Credit Offers

Call 1-888-5-OPT-OUT (1-888-567-8688) or visit OptOutPrescreen.com to stop receiving pre-approved credit card and insurance offers for a period of five years or permanently.

### Step 3: Catalogs

Contact companies directly to remove your name from their mailing lists and unsubscribe from unwanted catalogs.

### Step 4: Charities

If you donate to charities, request that they not share your contact information with other organizations and ask to be removed from their solicitation lists.

### Step 5: Local Mail

Contact local businesses and organizations to request removal from their advertising distribution lists.

### Step 6: Digital Opt-In

Provide your email address to companies you trust to receive digital communications instead of physical mail.

## General Notes

### Privacy

Be cautious when giving out personal information. Ensure you’re using official websites and phone numbers to avoid scams.

### Review Periodically

Every few years, review your subscriptions and opt-out preferences to maintain a minimal level of junk mail.