

The optimum flow of vital information is one of the best ways to increase profitability and improve service levels. Many mailrooms from virtually every sector face significant challenges in obtaining and disseminating information in the most timely, efficient and accurate manner possible. This is key to an organization's cash flow, client acquisition, retention and ultimately, its profitability.



## Enterprise Mailroom Solution Sheet

### CHALLENGES

#### Paper Intensive Processes

When delivering some items there is a need for physical signatures. These signatures need to be filed and require a lot of physical space to store the documents leading to higher costs and potential compliance issues.

#### Handle the Volume

Despite the increase in electronic communication, organizations of all sizes still receive huge volumes of mail. Every organization is challenged by a daily flood of vital communications with clients, supply chain partners and other stakeholders that flow into and out of an organization. Even mid-size companies can receive 100,000 pieces of mail per month.

#### Maintaining Mailroom Costs

Mailrooms may seem insignificant in this day and age, but without it the core cannot function. A study cited in The Management Handbook reported mail accounts for more than 9% of operating costs for Fortune 500 companies. Organizations must maintain mailroom costs and ensures efficient operations.

#### Establishing Chain of Custody

Regulatory oversight of certain industries can include risks of financial penalties or other negative consequences. The ability to establish and document a virtual paper-trail for items in transit are extremely important to the Professional and Public Sectors.

### BENEFITS

#### Lower Operating Costs

Organizations that have numerous locations will have no issue with their incoming parcels. With a track and trace solution that is cloud-based, there is flexibility to access information without installing software which is a critical benefit. Freed from the frustration of waiting for an important parcel, employees can move on to more pressing tasks.

#### Reduction of Mailroom Costs

With implementing a track and trace solution organizations can benefit from substantial reduction in mailroom costs. Manual routing costs, lost documents, delays in processing within a mailroom can essentially be eliminated. Human error is virtually removed from the equation, all with a reduction in labor costs.

#### Improved Productivity in Less Time

The standard mailroom processes can take up to days or weeks, with manual handling and hand-offs of documents often leading to errors. With a track and trace solution, parcels are processed faster and more efficiently. Existing resources can be reassigned to maximize production and profit within the organization.

#### Quick Response Time

The right business decisions depend on thorough and timely information. When important documents are waiting to be processed, it slows down the entire company. From new orders, approvals, contracts and other important documents, decision-makers can't afford to wait for information. With a track and trace solution, they always know the location of the documents.

