



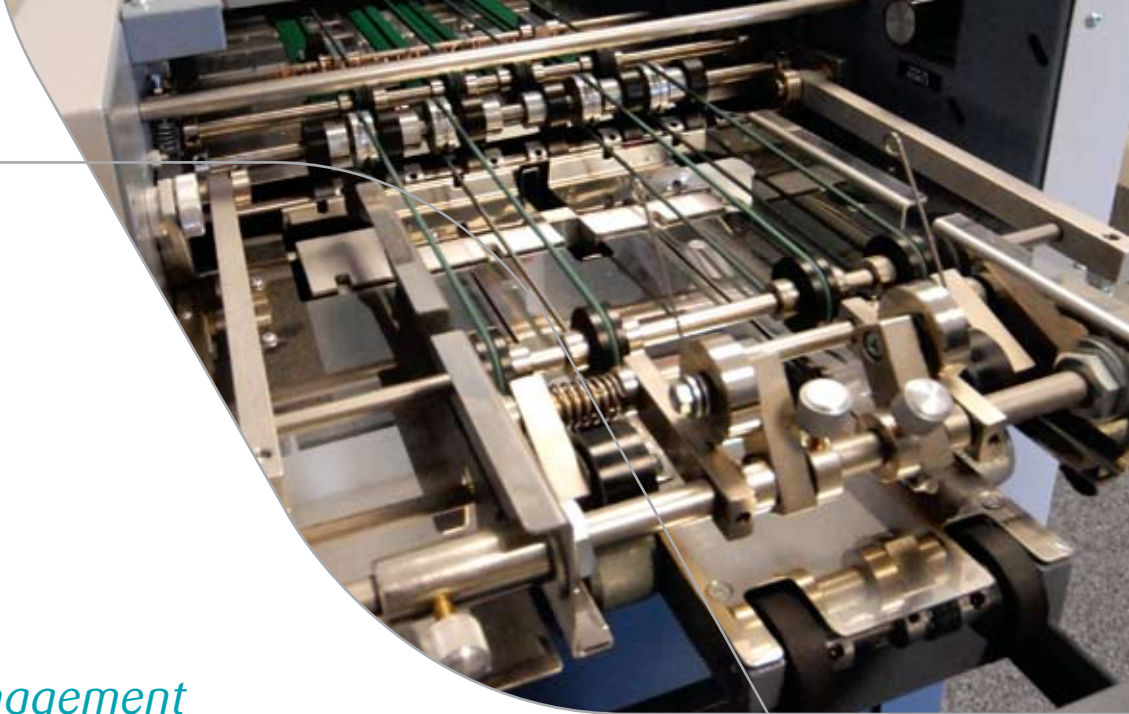
Document Management



## *Mailroom Management*

*One Complete Solution for property support services*





## Mailroom Management

The mailroom is still an essential office function despite the reliance that today's businesses place on email, but it's one that's rarely run in a structured and efficient manner. That's where OCS Document Management can assist.

At OCS Document Management, our Mailroom Management service, provides a revolutionary approach that offers much more than simply taking care of inbound and outbound mail.

Our service provides a highly efficient solution for the sorting and distribution of incoming mail through the use of smart technology, including voice guided mailsort which enables employees to specify how and where they would like their mail to be delivered: either to their desk, their home, scanned and despatched to their email address or even uploaded to a secure web portal to be viewed online. In organisations where staff are always on the move, this service can ensure that their mail reaches them each day, wherever they may be. Alternatively, they can elect to have their mail held securely in the mailroom until their return.

An extensive knowledge of the increasingly complex postal service also ensures that outbound mail is handled equally effectively, always ensuring that the most efficient delivery method is utilised and mailing costs kept to a minimum.

In addition to these essential duties, whilst on their rounds our mailroom operators are trained not only to distribute the mail but also to carry out a range of simple tasks that can be of great benefit within the office environment. This can include checking and re-filling water coolers and photocopiers, monitoring and reporting on levels of cleanliness or health and safety issues, however these added-value services can vary and are tailored for each workplace depending on the customer's unique requirements.

So choose OCS Document Management for a more effective mailroom and the wide range of additional benefits that our service delivers.



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