



Document Management



Print Fulfilment & Mailing Services

One **Complete** Solution for property support services





Print Fulfilment & Mailing Services

Postage can be a major overhead for businesses that depend on high-volume mailing or rely on direct mail to promote themselves or their products. At OCS Document Management, our fulfilment and mailing services provide a professional solution to make high-volume mailings both easier and more cost-effective..

Our extensive knowledge of the range of delivery methods available, whether through Royal Mail or the increasing number of organisations offering rival delivery services, means that we can select the most effective service and achieve significant savings for our customers.

We also offer a professional fulfilment service to make mass-mailings quicker and easier. Whilst able to offer these services on-site, we have a dedicated production centre designed for this and enabled with some of the latest equipment capable of printing large volumes of documents, as well as address labels which can be output directly from a database, stuffing them into envelopes or poly-wrapping if required and sorting to take advantage of maximum mail discounts of up to 30%.

The advanced technology and software we use enables databases to be cleansed to identify the correct address, or de-duplicated to remove multiple entries for the same recipient, whilst we can also identify separate mailings being despatched to the same address and consolidate them into one envelope if deemed appropriate, to further reduce postage costs.

We also have the capability to personalise documents to each recipient, if required, and invoices, statements, payslips, mailshots or other documents can be easily sorted into separate post runs with different items enclosed where necessary.

So to discover how high-volume mailings can be easier and more cost-effective, choose OCS Document Management.



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Freephone: 0800 282 382

Email: info@ocs.co.uk

www.ocs.co.uk