



# Docuflow Mail - DocuPod (Post on Demand)

## Automated and outsourced print and mail service

DocuPod is an on-demand service that gives organisations the ability to print, process and mail documents more quickly and cost effectively than traditional in house methods.

Our optimised production and mail facility will save you time and resources, and increase your efficiency.

- Delivers significant cost savings
- Reduces unnecessary administration, freeing up resource capacity
- Maintains brand consistency across all printed communication
- Eliminates the need for print hardware and consumables
- Offers consolidated visibility of outbound, printed documents

An outsourced printing approach offers many advantages over the traditional method of manually producing documents within any office environment. By outsourcing this business function, your organisation not only benefits from Docuflows economies of scale, but is also assured of a more flexible, reliable, efficient and cost effective way of printing your business critical and transactional documents.

### Cost Savings

From letters and leaflets to invoices and statements, production costs are typically between £0.90 and £1.30 per letter or transactional document. These costs constitute multiple elements and will include some, or all, of the following:

### Staff Time

Staff spend a significant amount of time and effort printing, enclosing and stamping or franking documents. DocuPod leaves the user free to work on other tasks while the documents are being printed and fulfilled from our ISO-accredited, secure, high-volume production mail facility.

### Postage

Regardless of whether letters are being sent with a stamp, PPI or through a franking machine, it is unlikely that you are benefitting from the lowest available postal rates. Docuflows production volumes enable us to always secure the highest level of discounts and, through DocuPod our customers can reap the rewards!

### Post Room Facilities

Running and staffing a post room to handle inbound and outbound mail is an expensive activity. The DocuPod Mail service enables organisations to reduce or eradicate the need for such a facility. With extensive resource capacity, the service delivers the flexibility and ability to successfully meet any increase in demand.

### IT Support

With over 20% of all IT support calls being printer related, the outsourcing of desktop letter production ensures you significantly decrease the load on your IT Help Desk allowing them to focus on more pressing IT tasks.

### Printer Consumables

Over and above the capital outlay of desktop and multi-function print devices, there is the ongoing operational expense of toner cartridges, consumables and regular servicing and repairs. Routing your documents via the DocuPod eliminates this avoidable and costly expenditure.

### Stationery

Whether your pre-printed letterheads and envelopes are purchased and managed departmentally or centrally, your business can now take advantage of the buying power of Docuflows production facility and bulk order discounts.

## Additional Corporate Benefits

Adopting DocuPod offers many practical advantages beyond direct cost savings. These, often intangible, benefits can help to give you the leading edge in your core business activities.

## Management Information

Many organisations don't have a clear picture of what documents are being produced and sent to their clients. You may know how much you are spending on postage, you may know what documents should be sent to the customer, but do you know what is actually being sent from your entire office environment? Because DocuPod routes all documents through a central processing hub, detailed management information can be captured and analysed. Whether it is for monitoring document quality or analysing internal document processes, the service provides the right people within your business with the information they need.

## Brand Integrity

Letters produced in the office environment are often created from a variety of document templates, print devices and stationery formats. The result is very inconsistent in terms of layout, print quality, paper folding and leaflet enclosures. No matter how precise your branding guidelines are, letters manually created by office staff are not likely to match the quality and consistency of those generated within the Docuflow production facility.

## Multiple Applications

Capturing documents produced by a user through a desktop application isn't the only use for DocPod. The ability to integrate with any systems (such as payroll, accounting or club / charity membership solutions) that generate bulk outbound correspondence, enables previously inaccessible documents to now be generated in the same manner as your desktop letter production, delivering the same business benefits.

## Streamlined Efficiency

DocuPod Mail simplifies a repetitive and time-consuming process, making it easier for the user to create documents on a day to day basis. Because the user continues to work in their existing office applications (such as MS Word or SAGE), training requirements are minimal and the operational impact of the actual transition process is negligible.

By simplifying the document process across the business – whether this is in accounts, customer service, marketing or any other department – the collective time saving is significant. In moving print production away from the departmental office environment it enables users to concentrate on their core role and activities, rather than wasting valuable time on unnecessary administration such as creating, printing, folding, enclosing and posting documentation.

**Delivering significant  
time and cost savings**

## About Docuflow Ltd

Docuflow is a privately owned IT, mail and document technologies business. We provide best of breed technology from a selection of software, hardware and business partners enabling organisations to manage their documents quickly, efficiently and cost effectively.

Our technology is used to streamline and automate document processes, to improve workflows and reduce associated costs.

Docuflow are truly independent and as such are able to provide one of the industry's broadest portfolios of document workflow solutions, including on-site and off-site managed services, technical service and support which are customized to match exactly our clients' requirements.

Headquartered in the Midlands, Docuflow operates nationally with a client base which reflects the diversity of the UK economy.

For more information visit [www.Docuflow.co.uk](http://www.Docuflow.co.uk).

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