

# HARNESS THE POWER OF OUTSOURCING

OUTSOURCE TRADITIONAL OPERATIONS  
STREAMLINE YOUR BUSINESS  
SAVE TIME AND MONEY



**OUTSOURCING**

Docuflow is a leading provider of outsourced business solutions. We fulfil requirements of enterprises of all sizes in a diverse range of sectors including law, finance, property, publishing, manufacturing and tourism. Much like this wide-ranging array of industries serviced by Docuflow, Document Process Outsourcing (DPO) encompasses a wide-ranging list of processes that can be outsourced.

There might be processes that you never knew could be outsourced. For example, when you pick up your mail in the morning when it lands on your doorstep, you might think some of the address stamps on the envelopes look familiar, despite them originating from different businesses. They are most likely using a Digital Mail Room to send out large volumes of mail via centralised UK-based mail centre.

Services that we outsource include everything from Digital Mail Room and postal operations to scanning and efficient document retrieval via the cloud. Here is a list of outsourced processes which we can help implement to improve your business model and ultimately increase your bottom-line.

## Outsourced processes that Docuflow can help you with:

- Invoices and finance processes
- Post | Digital Mail Room
- Document Delivery Portals
- Printing
- Scanning
- Storage
- Archival
- Retrieval

Unlike other providers, there is no 'off the shelf' solution here, because we believe every business is unique with a unique set of requirements that need a tailored solution. It is this personalised approach that has led to Docuflow serving a dedicated and loyal customer base since 2012.

A few benefits of outsourcing include increased efficiency as laborious manual in-house paper processes (such as opening mail, filing and scanning documents) are eliminated, heightened speed (as information is retrieved in seconds via the cloud) and less investment (in on-site hardware and software).

**By outsourcing you will increase your bottom-line, turnaround and client satisfaction whilst improving staff productivity for a more efficient workforce.**

By outsourcing conventional on-site office procedures such as scanning, storing, printing and mailroom operations, you will be working smarter not harder by lowering operational costs.

The Docuflow team of experts are specialists in automated technologies. They are trained to quickly flag areas for development with the determination and resolve to streamline an organisation's methodology and way of working. By really drilling down to a company's ethos and needs, they deliver stellar solutions to propel your business to the next level.

Docuflow works collaboratively with clients to create a bespoke workflow specific to an organisation's needs, no matter how large or small.

**If you would like to explore outsourced on-site and off-site document processes, or if you'd like more information about our popular DPO solutions, please e-mail [info@docuflow.co.uk](mailto:info@docuflow.co.uk) or call 0333 577 4900 now.**