Relieving the Headache of Outgoing Mail Management

*A large proportion of UK businesses prefer to manage their outgoing mail themselves, rather than outsource this activity to a third party provider. This tends to work well when companies are small but as they grow, the **demands on communications increase** accordingly. They have to contend with regular and ad-hoc mailings ranging from estimates and invoices to reminders and marketing materials; not to mention staff communications.*

*To **save time and improve productivity** they need [output management solutions](#) that can scale as they grow.*

Consider the **range and volume** of communications sent out by your business and how much **time and involvement** staff have to give to them. Some communications are generated in one part of the business and passed to another to print, address, apply postage and mail. Then there's email; decisions have to be made over which communications go by physical mail and which digitally.

It only takes one or more hitch to occur somewhere along the chain of production and communications can go out late, have errors in them or not go out at all. This can lead to **lost revenue opportunities** and, in the case of invoicing, **cash flow issues**. Common problems encountered include equipment malfunctions, staff absences and delays caused by backlogs, particularly at peak times.

A Multichannel Software Solution to Take Care of Printed and Electronic Mailings

A software solution that enables you to send tens or thousands of letters from your computer in minutes takes the hassle and time out of outgoing mail. The solution helps create documents and then sends them to customers in the way they wish to receive them – whether that's by physical or digital mail.

For your business, this means:

- **Time saved** that would have been spent printing, applying postage and stuffing envelopes
- **Cost savings** on print and postage
- **No bottlenecks in the system** that demand one communication be sacrificed for another
- **A staff absence doesn't mean outgoing mail stalls**
- **Status tracking** through customisable dashboards accessible from anywhere
- **Document creation and secure digital storage** for easy archiving and retrieval.

A web-based solution that handles the processing and delivery of business communications in just a few clicks takes care of regular and ad-hoc mail simply, efficiently and accurately, freeing up resources to get on with the job of growing the business.

Find out how Neopost can help you relieve the headache of outgoing mail management.

www.neopost.co.uk/data-software/output-management/oms-500