

## Office Mail and Distribution

Offering Brief

# Achieve operational savings with mailroom services delivered by Xerox.

Xerox can help you cut costs, increase productivity and add value.



## Cut mailing and delivery costs and save thousands

At a time when organizations are stretching to do things better, mailroom and distribution operations are far behind in managing key issues. Like cost, productivity and adding value.

In fact, most companies routinely overpay for postage, package delivery and faxing. Saving even two or three cents on each piece of mail could cut your expenses by thousands of dollars a year.

But first, you need to make sure you have the right combination of technology, people and processes. With over 35 years of successful experience with hundreds of mailrooms, Xerox Global Services is best qualified to provide the solution.

## The best technology and the best-trained people

Xerox Global Services has the capabilities and resources to manage all aspects of office mail and distribution. Our solutions deliver measurable cost savings and improved productivity by helping you with incoming mail, internal and outgoing mail (including air express and local delivery), shipping and receiving, presorting and bar coding.

*"Hundreds of companies outsource mailroom and distribution operations to Xerox Global Services. Our unique document management solution not only leads to operational savings but can also increase productivity up to 15 percent."*

Howard Holley  
Vice President/General Manager  
Document Outsourcing and  
Communication Services  
Xerox Global Services

## THE RIGHT SOLUTION FOR YOUR CHALLENGE

### Challenge: Find better, faster, cheaper ways to handle mail.

Along with optimizing costs, Xerox can also improve company-wide productivity through faster-flowing information. We can even show you how to accurately track your most critical documents.

### Challenge: Overpaying for postage and package delivery.

Xerox will assess your current operations, identify key areas for cost savings, make appropriate recommendations and implement process improvements.

### Challenge: Large or complicated mailings.

Xerox has years of experience in mail and distribution and can provide access to specialized equipment you probably would never consider buying outright, or even leasing.

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or call **1-800-ASK-XEROX ext. 948**

### Assessing your current situation

Few operations are more deserving candidates for reengineering than the typical mailroom.

We start by performing an evaluation in which we analyze your existing processes, capabilities and technology as input.

After quantifying your situation, we show you the advantages to be gained and illustrate the overall impact our solution will have on your bottom line.

From this, we leverage our years of experience to provide cost-effective recommendations that meet your unique mail and distribution challenges.

### Delivering value

Along with increased productivity and measurably reduced labor and postage costs, the cross-utilization of staff also results in a lower head count.

Other advantages of our Office Mail and Distribution service include:

- State-of-the-art technology that ensures you get the most cost-effective and productive solutions.
- Productivity standards that precisely calibrate the balance between process capability and delivery of exceptional levels of service.
- Effective automated activity and performance measurement systems to track our performance against agreed-upon goals.

### Why Xerox Global Services?

Diverse technology, unstructured documents and a host of IT systems can challenge any business process. Xerox Global Services can help with services that span and integrate across your document management processes.

From managing assets in the office, to imaging and storing records, to services for your print production centers, Xerox reduces costs while helping you grow your business in ways you can see and measure.

## Office Mail and Distribution: Service Capabilities

Phase:	Capability:	Description:
Assessment/Consulting	Mailroom Optimization Survey	Findings and recommendations for cost reductions and process improvements.
Ongoing Operations Managed Services (on-site and/or off-site)	Document Advisor	Coordinates and directs solution deployment and administration. Provides expertise and tools to optimize spending and use of new digital technologies.
	Incoming Mail	Sorts inbound mail arriving from USPS, via courier, USPS driver or Xerox personnel.
	Mail Distribution	Physically delivers and picks up mail and retrieves outgoing mail on scheduled runs.
	Local Delivery Services	Manages and tracks packages distributed through local delivery services.
	Performance Measurement	Performance is measured against agreed-upon goals and reported to the client.