Xerox® Centralized Print Services
Capability Brief

Xerox® Mail and Distribution Services

Mail processing is often the final step in outbound customer communications. It’s also the conduit for inbound revenue like payments and other business-sustaining transactions. Marketing promotions, financial statements, benefit explanations and other information ship from your print center, while checks, renewals, registrations and other documents enter your business through the mailroom. Now, you can ensure this critical function gets professional attention by creating a more integrated flow between the print room and the mailroom.

Combine Xerox® Mail and Distribution Services with Xerox® Centralized Print Services for total document services that increase overall efficiency, minimize document handling and reduce labor costs. With documents such as statements that must meet firm delivery schedules for compliance, you won’t face delays or penalties from extra steps and unnecessary handling. They get printed and prepared for mailing all in one secure workflow.

Xerox® Mail and Distribution provides a single-source alternative for better control and visibility. Why send mail to an outside facility and add transportation time, security risk and labor expense, when you gain better security, turnaround and control by keeping it in house? Your outbound communications are delivered with reliability and accuracy, and inbound mail is quickly logged and routed to where it’s needed.

With Xerox® Mail and Distribution Services, you can:

- Avoid transportation costs
- Maximize postal discounts
- Reduce security risks
- Satisfy compliance requirements
- Reduce cycle times
Xerox® Mail and Distribution Services
Integrate mail processing with document production for more efficient, secure workflow.

Automating More Steps
Our services help you deliver every piece of mail economically and efficiently.
By keeping the end-to-end communications process under one roof, you can automate more steps and streamline overall workflow. You reduce cycle times and increase productivity.

Better Visibility and Service
When employees submit jobs to the print room, they get integrated service from start to finish.
With greater visibility and control, you gain better insight into the status of printed and mailed communications passing through your facility. Customer service response time improves.

Tighter Accountability
Automated tracking provides end-to-end accountability across all your mail streams. You’ll know exactly where mail and packages are within your production and mail environment.
The system supports compliance by documenting chain of custody. This provides automated asset and file tracking, proof of mailing and charge-back reporting.

Three Mail Streams. Three Solutions
We offer staffing resources and solutions to manage your incoming, outgoing and internal communications.

Inbound Mail
Automate tracking of inbound mail and packages. A simple one-time scan transfers the complete chain of custody, ensuring accountability throughout delivery.
This solution supports:
• Automatic, real-time tracking and reporting
• Handheld scanner technology and wireless data transmission
• Collection and viewing of electronic signatures
• Customization to fit your needs
• Email notifications and alerts
• Barcode reader technology
• Charge-back reporting
• Support for all major databases (Oracle, Access, SQL, Informix and DB2)
• Integration with purchasing software, including Lawson, McKesson, SAP and Oracle Financials, as well as hospitality systems including Stratton-Warren, LMS, Micros-Fidelio and Springer-Miller

Outbound Mail
Automate every step of outbound mail management. You can track and trace packages from beginning to end.
This solution supports:
• Shipping options (FedEx, UPS or DHL)
• Easy printing of waybills and invoices
• Email to operator confirming waybill has been created
• Consolidated reporting and quick status lookups
• Search and view history of shipped packages
• Creation of shipping labels
• Address verification
• Identification and removal of non-shippable items
• Postal regulation compliance
• Charge-back reporting
• Time-stamped reports

Internal Mail
Manage, track and certify receipt of inter-company mail.
Benefits include:
• Full chain of custody control
• Discounted rates
• Automatic sorting capability
• Desktop browser access
• Reusable, durable shipping pouches
• Locally generated delivery slips

To learn more about Xerox® Mail and Distribution Services, visit www.xerox.com/cps

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