

▶ Mailroom Management

Today, many companies continue to experience the burden of manual processes for mailroom management. Data Dimensions' outsourced Mailroom Management services provides a cost-effective solution by reducing the number of steps in human handling of your incoming, paper mail by up to 50%.

Accelerate processing times as you free up your space, time, and resources.

Our highly flexible and customized solution allows for clients to control the process. By partnering with you, a dedicated, expert Project Manager develops a thorough understanding of your current process. Working together, we modify or align those processes, giving you options and guidance along the way, to create best-practices and exception handling criteria.

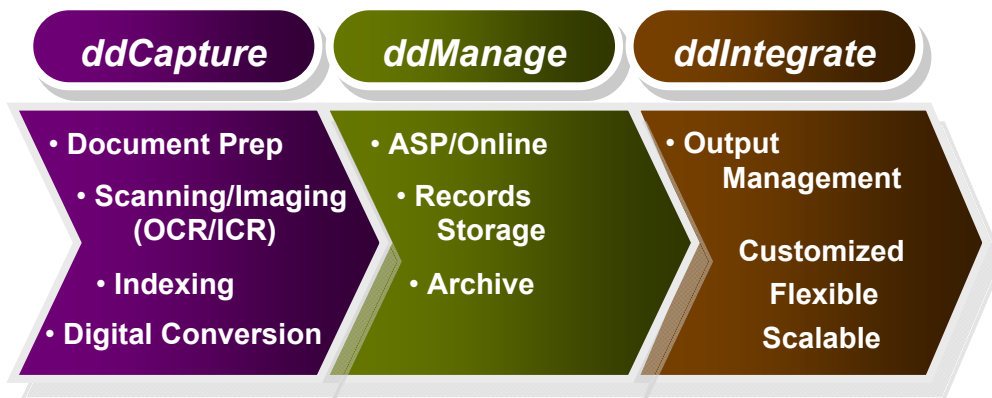


Figure 1: Workflow. Your mailroom management solution is customized to fit your needs. We are flexible and offer options through **ddCapture**, **ddManage**, and **ddIntegrate**.

ddCapture: Options as to how your mail is prepped, scanned, and/or entered.

ddManage: We work with you to determine how your mail is managed and together, we define the business rules, such as exception handling of unreadable mail. We also offer options in hardcopy storage, ASP (web-based), and archival services.

ddIntegrate: Offering options for how you receive your mail and what format. Turning your mail into an accurate, ready-to-process format.

ddTracker, Data Dimensions' proprietary tracking system, takes the lead in delivering real impact to your mailroom management, giving you real-time status of each piece of mail received. By using Data Dimensions' automated solution, your business-critical information turns into business decisions quicker and more effectively.

Are you still using the manual method for processing your incoming mail - each day your company receives mail, where employees cut open envelopes, the contents of each envelope is manually extracted, date stamped, sorted, and routed for delivery? Contact us today and we will show you how Data Dimensions can optimize your business.



Outsourcing your Mailroom Management provides you with:

- ▶ A cost-effective, highly-flexible solution, allowing you to enjoy up to 50% savings of current costs
- ▶ Compliance of regulatory requirements, such as GLBA, Fair Credit Reporting, SEC, HIPAA, and others, including state mandates
- ▶ Experienced staff, using Six Sigma® methodologies ensures you the highest level of quality with no more lost or misplaced mail/documents
- ▶ A streamlined approach to the flow of your mail through your organization, making data & information available sooner for you to make efficient business decisions
- ▶ Elimination of the overwhelming amounts of mail allows you room to expand
- ▶ Improved company collaboration, communication, & more efficient use of your internal resources

BECOME PROACTIVE TODAY

To learn how Data Dimensions can help you achieve your goals,

Call or visit our website:

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