

Virtual Mail Management™ Solutions

Leveraging the mailcenter to lower costs and create a more efficient & sustainable workplace

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The Case for a Virtual Mail Management™ Strategy

Current business and economic challenges are prompting organizations to look for new ways to meet enterprise-level goals:

- Cost reduction.
 - Real estate consolidation
 - More efficient business processes
- Openness to employee self-service.
- Resurgence in remote or virtual office strategies.
- Regulatory compliance for ALL documents.
- “Green,” corporate strategies & community stewardship.

How it works

VMM™ Strategies

Mailcenter transformation as a strategic enabler for broad enterprise-level cost savings & benefits.

- Apply digital technology & infrastructure,
- Change and adapt business process & policies,
- Reduce or eliminate physical materials distribution,
- Move services to the optimal location.



The Role of Technology

Digital mail conversion for online access - anywhere, any time.

- Browser-based, one-touch digital mail access, management & searchability.
- Dramatically reduce express carrier costs and speed delivery.
- Bring correspondence mail into the organization's records management policies and regulatory compliance requirements.
- Single inbox delivery for individual users as well as shared, group "proxy" inbox access.
- Smart processes to facilitate auto-forwarding & delegation.
- Boost business processes - improve customer care, cash flow.

The Role of Digital Technology

Software & network technologies.



- Accountable mail tracking systems



- Desktop shipping systems

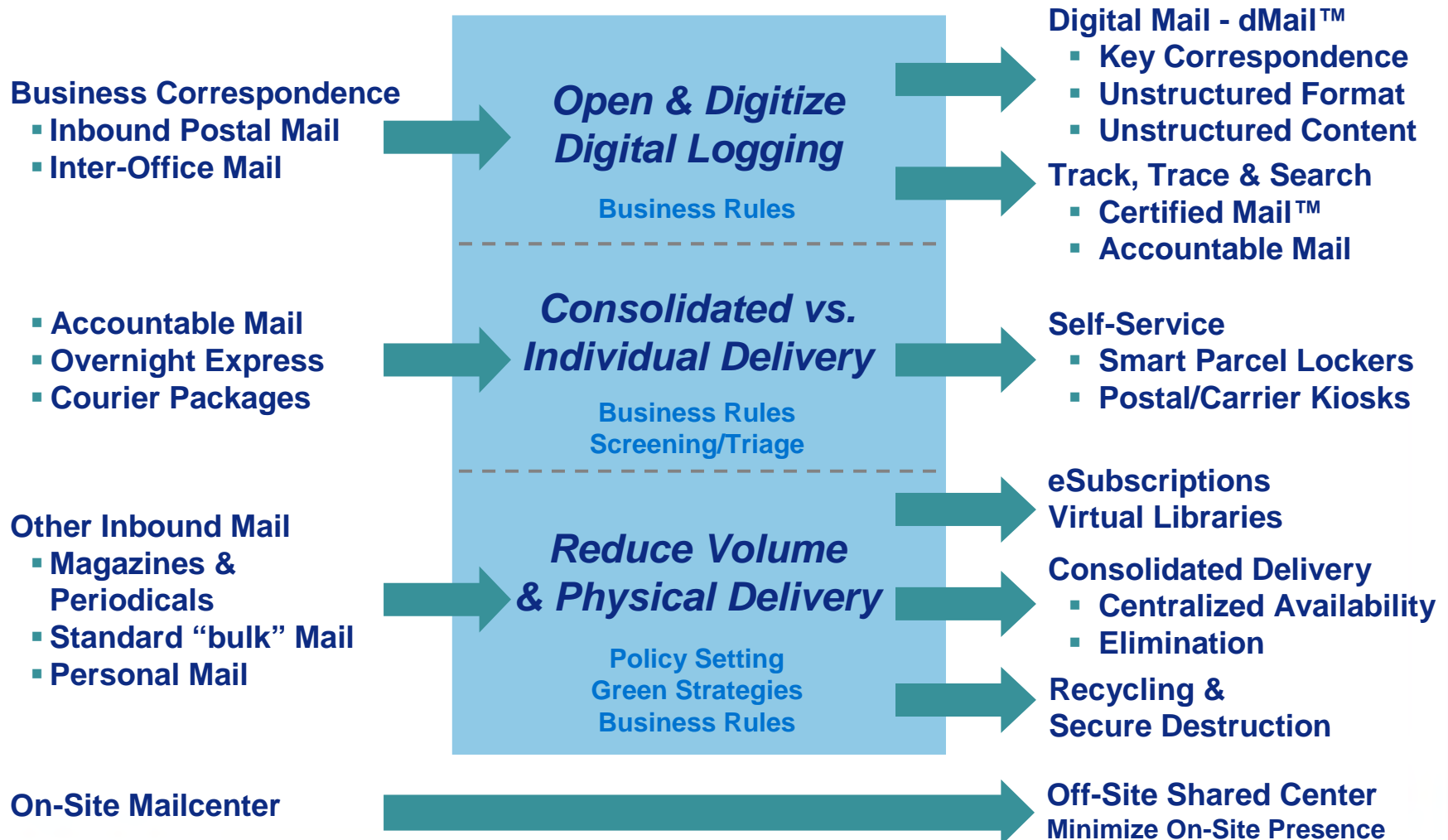


- Smart, networked connected parcel lockers



- Postal/carrier kiosks

Transformation Case Study



Benefits of a VMM™ Strategy

Corporate

- Real estate savings – Reduced square footage requirements
- Enterprise-level cost savings/cost avoidance
- Reduced mail distribution & transportation costs
- Greater efficiency & faster business processes
- Better employee access & mobility to business communications
- Regulatory compliance & control over company information
- Improved security & business continuity
- Enhanced work/life balance for employees

Benefits of a VMM™ Strategy

Social, Community & Environmental

- Reduced traffic congestion & less stress on public infrastructure
- Decreased fuel & energy consumption
- Reductions in CO2 emissions
- Decreased materials consumption & recycling costs

Overcoming Challenges

- Related to culture, established business processes, policies and habits.
- Clearly define changes.
- Create and deploy internal employee communications programs that smooth the transition.
- Promote the benefits for the company, employees & community.
- Critical to provide periodic, ongoing employee communication & education.

Key Takeaways

Virtual Mail Management™ Strategies

- Leverage the mailcenter in entirely new ways to achieve significant cost savings and business process improvements.
- Apply new technology, processes, policies and a change management & communications program.
- Use as a comprehensive strategy to enable many enterprise-level objectives & initiatives.