



## MAIL ROOM MANAGEMENT

## VALUE ADDED SERVICE FROM DTDC



# MAIL ROOM MANAGEMENT



**WE PROVIDE ONE STOP SOLUTION TO ALL  
YOUR MAILING NEEDS.**

# HOW DO WE VALUE ADD

**WE MANAGE ALL YOUR INBOUND AND OUTBOUND MAILS.**

## **INBOUND MAILS :**

**YOU AND YOUR STAFF WILL RECEIVE MAILS FROM VARIOUS COURIER SERVICE PROVIDERS FROM ACROSS THE COUNTRY AND OVERSEAS.**

**WE RECEIVE THEM IN MAIL ROOM LOCATED IN YOUR CENTRAL OFFICE.**

**WE CREATE COMPLETE DATABASE FOR ALL INCOMING MAILS LIKE –**

- ✓TYPE OF MAIL( BASED ON YOUR PRODUCT/BUSINESS/BRANCH etc)**
- ✓SENDER**
- ✓RECEIVER**
- ✓DATE AND TIME**

# HOW DO WE VALUE ADD

- ✓ SORT THEM AS PER RECEIVER.
- ✓ DISTRIBUTE THEM .
- ✓ UPDATE RECORDS OF DELIVERIES.

## OUTBOUND :

- ✓ RECEIVE MAILS FROM YOUR STAFF CENTRALLY IN MAIL ROOM.
- ✓ PREPARE THEM.
- ✓ SORT THEM AS PER DESTINATION.
- ✓ CREATE DATABASE OF ALL OUTGOING MAILS LIKE SENDER, RECEIVER, TYPE OF MAIL , DATE, TIME etc
- ✓ COURIER THEM USING OUR NETWORK OR USE ANY SERVICE PROVIDER OF OUR CUSTOMER CHOICE.

# HOW DO WE VALUE ADD

- ✓ UPDATE THE DELIVERY STATUS IN DATABASE.
- ✓ QUERY SUPPORT FOR INFORMATION ON ANY MAIL EITHER INBOUND OR OUTBOUND.

## WHAT MORE :

WE ALSO MANAGE THE MAILS BETWEEN YOUR CENTRAL OFFICE AND YOUR BRANCH OFFICES IN A PARTICULAR LOCATION.

# HOW DOES IT HELP YOUR BUSINESS

- ✓ YOU HAVE COMPLETE CONTROL OF ALL MAILS GETTING IN TO AND GOING OUT OF YOUR SYSTEM.
- ✓ GIVES YOU INSTANT TRACK OF ANY MAIL NEEDED BY YOU.
- ✓ PROFESSIONAL SUPPORT IN MANAGING YOUR MAILS .
- ✓ NO HASSELS OF HAVING TO DEAL WITH MULTIPLE SERVICE PROVIDERS.
- ✓ YOU GET THE EXPERTISE OF A INTEGRATED COURIER COMPANY.

# MAIL ROOM MANAGEMENT

- ✓ WE CUSTOMISE THE DATABASE MANAGEMENT TO SUIT YOUR SPECIFIC BUSINESS NEEDS.
- ✓ YOU CAN SIMPLY OUTSOURCE THIS NON CORE AREA OF YOUR BUSINESS AND BE REST ASSURED OF A PROFESSIONAL SUPPORT .

**PLEASE CONTACT FOR FURTHER ASSISTANCE:**

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