
Digital Mailroom Service

Streamline the processing of business critical mail



An innovative approach to transforming the traditional mailroom process.

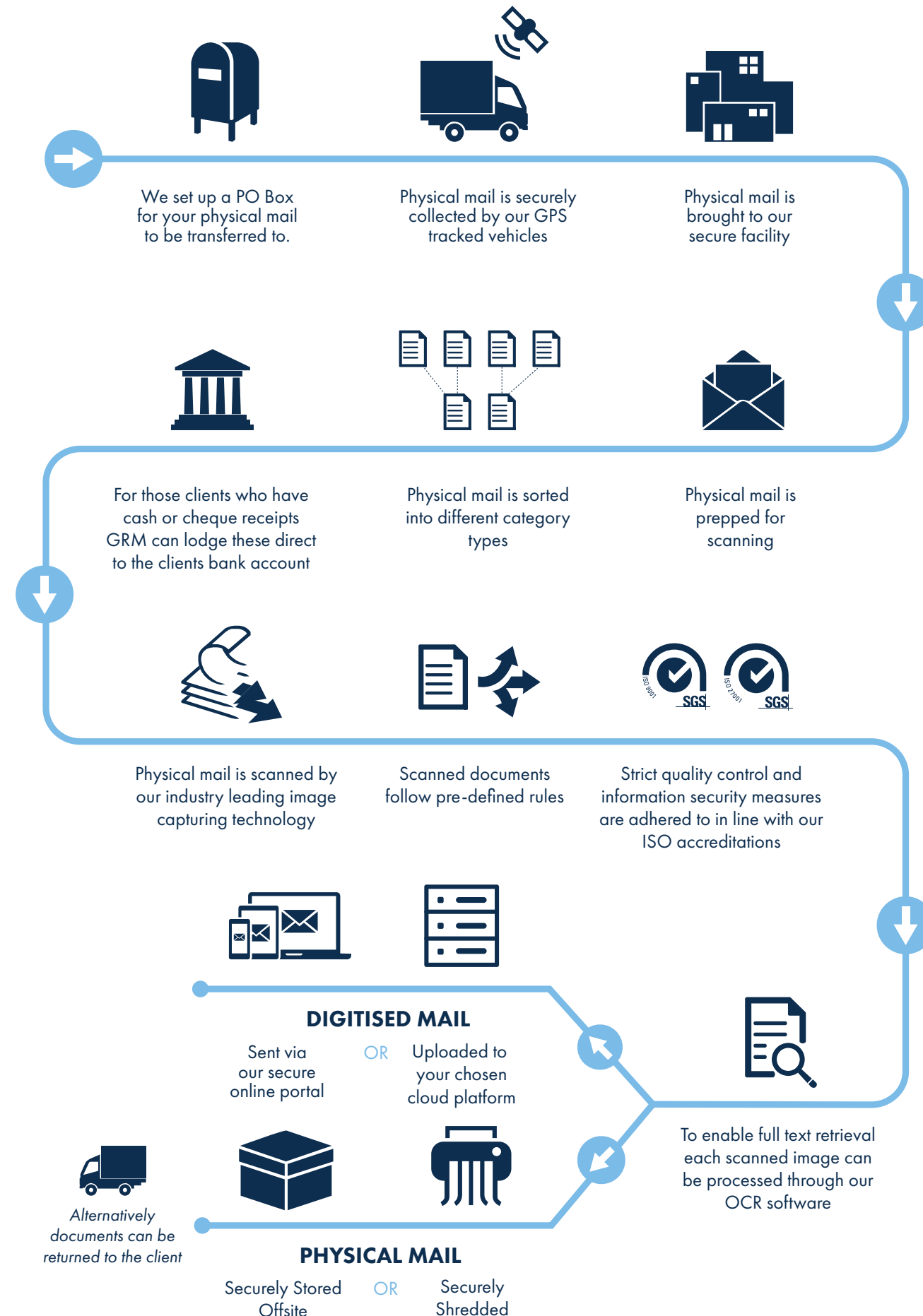
Our digital mailroom service presents an exciting opportunity to automate and enhance existing business processes that are based on multiple document types arriving from multiple sources.

Traditionally the mailroom has been seen as the entry point for physical mail that arrives at an organisation. From here it is distributed within the organisation and oftentimes it is returned here for distribution outside the organisation. It is no surprise then that the logistical challenges of the mailroom are numerous and the security risks are plentiful.

We envisaged a better way to manage mail and through working with numerous organisations we successfully developed a digital mailroom service. The entire process, from collection of the physical mail every morning to scanning using the latest digitising technologies to secure electronic delivery in time for the start of your working day, is managed by our specialist team, who for over 20 years have been delivering records management solutions.

The benefits of adopting this new digital mailroom solution extend well beyond addressing the logistical challenges and security risks mentioned above. To start with this solution allows mail to be easily shared with numerous colleagues, specific information within the mail can be efficiently searched for, and office space can be maximised as an onsite mailroom or storage space is no longer required. These are just some of the range of benefits which are outlined in full overleaf.

Now is the time to streamline the processing of business critical mail. Get in touch with Glenbeigh today to see how our digital mailroom service can be customised to meet your specific needs.



Enable Remote Working

Our digital mailroom service enables physical mail to be distributed through a digital channel to remote workers, in a secure, convenient and cost effective manner.



Drive the Digitalisation of Your Business

After scanning, powerful intelligent character recognition technology can extract the data contained in each document. The data can then be integrated into selected platforms. This data can then be leveraged to improve business processes.

Freephone 1800 946 398



Visit www.grm.ie for more information.

COLLECT

SORT

SCAN

DELIVER



Benefits of Outsourcing a Digital Mailroom Service

Reduce the costs associated with processing mail.

By having your physical mail scanned and indexed, you will no longer have to allocate staff to organise and manually distribute it.

Eliminate the security risks physical mail is exposed to.

Your mail will be diverted to our highly secure facility which will provide safe keeping for your private documents, ensuring they cannot be lost. After being scanned, your digital mail is then only accessible by authorised staff members.

Efficiently search for relevant information.

In a digital mailroom all scanned documents are indexed according to your requirements. When a particular piece of information is required, a simple electronic search can bring up the information you need, quickly and efficiently.

Easily share mail with colleagues.

As mail is scanned before it reaches you, it can be instantly shared electronically without further processing.

Increase the traceability of mail.

The earlier a document is transformed into a digital format, the more accurately it can be tracked throughout its life-cycle.

Improve customer service.

The electronic management of incoming mail allows staff to instantly access customer files and therefore answer questions immediately, ensuring customer satisfaction.

Maximise existing office space.

The traditional mailroom requires a dedicated area of valuable office space. Deploying a digital mailroom service provides the opportunity to use this space for core business activities.

Pricing

Glenbeigh Records Management will conduct an analysis of the type and volume of mail you require to be scanned before pricing it accordingly.



Glenbeigh Records Management (GRM) is a wholly-owned Irish company specialising in the provision of a comprehensive range of records management and digitisation services.

Our services enable organisations to protect their information; comply with regulatory requirements; realise operational efficiencies; and provide better customer service to their clients as access to critical data is streamlined.

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