



Quill Post: The best digital mailroom solution for all your inbound and outbound post needs.

Why outsource your post room?

Traditional post rooms can be outdated, error-prone and labour intensive.

What better way to future-proof your business and embrace digital transformation than with a digital post room?

About Quill Post

Quill Post is the modern way of managing your inbound and outbound post whilst drastically reducing costs and speeding up efficiencies.

Move beyond just sorting, scanning, printing and posting to a more sophisticated system using the latest document scanning, document capture, postal payment technology.

Embrace modern ways of working

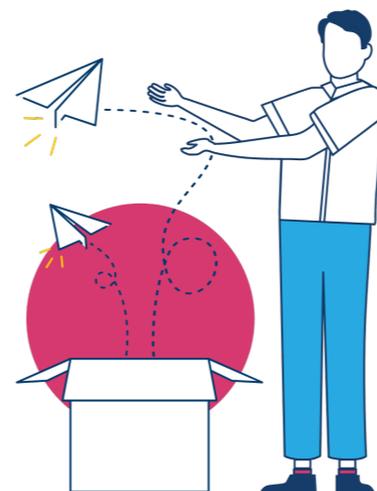
In a new world where more companies are operating flexible, hybrid and home working policies, our mailroom solution enables you to send and receive post from anywhere in the world at any time.

Employees will respond faster, increase productivity and improve client satisfaction. That means more time to focus on what's important to your business whilst keeping an eye on the bottom line.



Lower overheads

Replace salary, stationery, printing, postage and building rental costs with a flexible fee based on volumes.



Achieve paperless goals

Embrace digital transformation with a virtual post room, powered by a team you can trust.



Ensure business continuity

We're here whenever you need us, regardless of the usual (and unusual) business interruptions.

How it works:

Our service is fast, secure, scalable and above all, affordable.

Inbound post right to your inbox

Re-direct your post to us. We then securely open, sort, scan and deliver the encrypted content straight to each recipient's email by 4pm daily. We will even scan the envelopes. Once a week, your physical post is couriered to you for filing and audit trailing purposes.

Outbound post at the touch of a button

Does your business still need to send out post regularly? Wouldn't it be easier if you could do this directly from your computer, without ever leaving your desk? Once your Quill Post virtual printer is set up, simply select from your drop-down printers' list, choose first or second class, attach any enclosures and hit the print button, and we take care of the rest. Job done!



Quill Post Pricing

By processing large volumes, we receive bulk-buying discounts which we pass on to you – our clients. We have a simple metered inbound service split into monthly bandings of 500 items and our outbound is priced per envelope and is clearly reported monthly in an itemised bill.

Plus, postage costs are significantly less than what traditional franking machines or mailrooms would charge.

Add into the mix cost reductions due to our virtual environment – no labour, hardware and office space – and your bank balance will benefit.

As a bonus, you can even turn to us for mass mail merge letters and other printing and marketing activities as we can offer discounts based on volume.

Setup

There is a one-off charge to setup all the infrastructure and rules for each service. Included in the price is support with completing the re-direction paperwork for Royal Mail.

Inbound: £300

Outbound: £150

Monthly Recurring Costs

There are licensing costs associated with the services and therefore our base fees for each service are as follows:

Inbound: £20

Outbound: £10

Inbound Transaction Volumes

We have tried to keep our pricing as simple as possible and have based it on three specific bands.

Our entry pricing is for up to 500 envelopes, if you have more than 500 but less than 1,000 envelopes per month you will fall into the medium category, for those of more than 1,000 but less than 2,000 you will fall into our large category.

Those companies with higher volumes would fall into the extra-large and adopt a discount rate per 1,000 (or part thereof) envelopes scanned.

Small	< 500 Envelopes :	£250
Medium	> 500 <1000 Envelopes	£300
Large	> 1,000 <2,000 Envelopes	£350
X Large	> 2,000 Envelopes	£130 per 1,000 transactions

Our return service will batch together a week, fortnight or monthly volume of post and return it, via courier to your office. The average price of this service is £15 per parcel.

Outbound Transaction Volumes

Outbound mail is slightly more complicated due to the enclosures, size and class of post. The below table gives all options available.

Outbound Transactional Bands	Price
A4 mono simplex C5 window 2 nd class	£0.47
A4 mono simplex additional sheet	£0.08
A4 mono simplex C5 window 2 nd class	£0.51
A4 mono simplex additional sheet	£0.10
A4 mono simplex C5 window 2 nd class	£0.52
A4 mono simplex additional sheet	£0.06
A4 mono simplex C5 window 2 nd class	£0.60
A4 mono simplex additional sheet	£0.10
First Class C5 standard letter additional	£0.27

Lockdown physical post problems overcome

“When lockdown happened... myself and the other directors took turns going into the office to open, scan and distribute the post. This daily task consumed up to two hours. For help, we turned to Quill. We’re saving salary overheads and ten hours a week of fee earning time. It’s genuinely brilliant.”

**Richard Antipas, Director
Axis Professional**