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

POST

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Traditional post rooms can be outdated, error-prone and labour intensive.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.
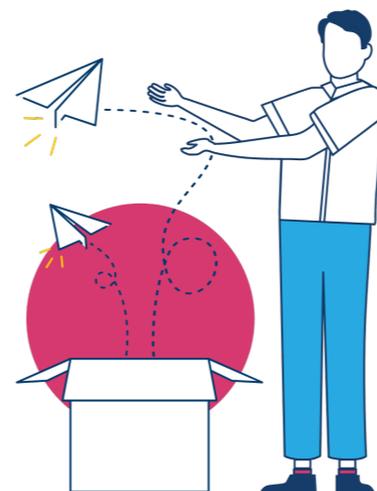
Embrace modern ways of working

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
accountable to you

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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 and our outbound is priced per envelope. Everything is then 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.

Set up charges

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 (includes two e-mail postal streams): £300
Inbound (each additional stream): £100
Outbound: £150

Monthly recurring costs

There are licensing costs associated with Quill Post. These charges are levied when access is granted and therefore our base fees for accessing each service are as follows:

Inbound: £50 per month
Outbound: £25 per month

Inbound transaction volumes

We have tried to keep our pricing as simple as possible with one monthly fee for up to 200 items of post. Any additional items will be charged a fee per 100 items. If your volumes are above 700 items per month, then this would mean more bespoke pricing.

Inbound starter package (includes first 200 items of post): £400
Incremental costs per 100 band (or part of): £140

Our return service will batch together a week, fortnight or monthly volume of post and return it, via courier to your office. The average cost of this is £20 per parcel.

Outbound transaction volumes

Outbound mail is slightly more complicated due to the enclosures, size, mono/colour and class of post. The following table gives all options available:

Outbound transactional bands	Price
A4 mono simplex C5 window 2nd class	£0.58
A4 mono simplex additional sheet	£0.06
A4 mono duplex C5 window 2nd class	£0.64
A4 mono duplex additional sheet	£0.08
A4 colour simplex C5 window 2nd class	£0.68
A4 colour simplex additional sheet	£0.10
A4 colour duplex C5 window 2nd class	£0.78
A4 colour duplex additional sheet	£0.12
First Class C5 standard letter additional	£0.32

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

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