



# OUTSOURCED POST ROOM SERVICE

The best **digital mailroom solution** for all your inbound and outbound post needs

## WHY OUTSOURCE YOUR POST ROOM?

### Modernise processes

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



### Concentrate on what counts

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.



### Work flexibly

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.



### Achieve digital transformation

Wave goodbye to traditional post rooms which can be outdated, error prone and labour intensive. Say hello to digital transformation with a virtual post room.



## WHAT ARE THE COSTS OF QUILL'S POST ROOM SERVICE?

### Set up charges

There is a one-off charge to set up 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's post room service. 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.

## I WHAT ARE THE COSTS OF QUILL'S POST ROOM SERVICE (CONTINUED)?

### 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 2 <sup>nd</sup> class	£0.58
A4 mono simplex additional sheet	£0.06
A4 mono duplex C5 window 2 <sup>nd</sup> class	£0.64
A4 mono duplex additional sheet	£0.08
A4 colour simplex C5 window 2 <sup>nd</sup> class	£0.68
A4 colour simplex additional sheet	£0.10
A4 colour duplex C5 window 2 <sup>nd</sup> class	£0.78
A4 colour duplex additional sheet	£0.12
First class C5 standard letter additional	£0.32

## I 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 Quill's post room 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!

## I FUTURE-PROOF YOUR BUSINESS AND EMBRACE DIGITAL TRANSFORMATION

**Lower overheads** - replace salary, stationery, printing, postage and building rental costs with a flexible fee based on volumes.

**Ensure business continuity** - we're here whenever you need us, regardless of the usual (and unusual) business interruptions.

**Achieve paperless goals** - switch from a paper-heavy to paperless post room, powered by a team you can trust.

**Strengthen security** - thorough vetting makes sure your post's handled in the strictest of confidence; our tech's encryption and other measures offer a further safeguarding guarantee.

## I CLIENT PRAISE

"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**