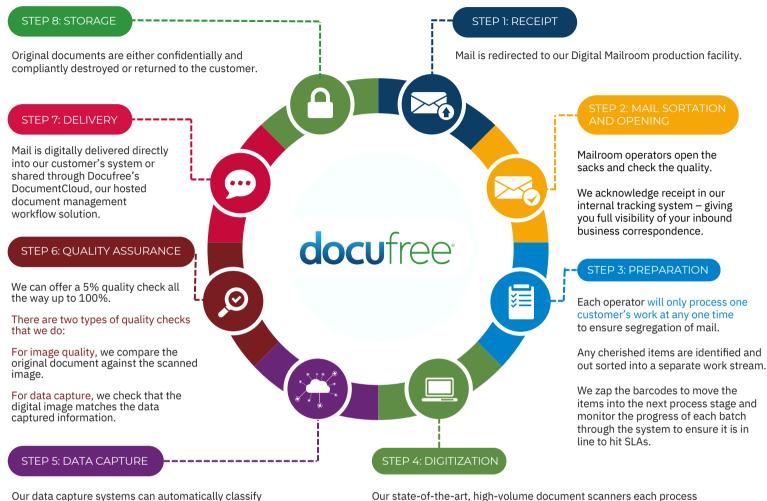
The Digital Mailroom process explained: the journey of a mail item



Our data capture systems can automatically classify document types and capture data from within the document.

We do a second data entry to validate what the system has read. This improves overall accuracy rates.

For some scanning work that we process, data capture is 100% manual.

Our state-of-the-art, high-volume document scanners each process up to 10,000 pages an hour.

We scan everything duplex, either black and white or color, dependent on our client's preference. OCR-ing, form technology and keyword capture is functioning during this process.

We can process documents larger than A3, bound documentation and cherished items including checks.

A mailroom is essential for any business that needs to handle its inbound correspondence. In an age when companies must find new ways to stay cost-competitive and responsive, digital mailrooms and modern automation tools can improve outdated systems and transform manual, inefficient business processes into streamlined workflows. Digital mailrooms are not new — they have been in play for decades — but the intense focus on 'digital transformation' in recent years has placed the mailroom at the center of many operational, compliance and customer-centric discussions. Especially in light of ever-evolving workforce dynamics and the need to access secure information anywhere, anytime, digital mailrooms can drive significant value in obvious — and unexpected — ways.

Docufree is a leading provider of automated, digital mailrooms in the US. We work with private and public sector organizations to help them use technology to transform manual tasks into streamlined workflows. Could a digital mailroom be valuable within your business?

