

Work Smart

Remotely manage
ad hoc print and mail jobs

Remote printing made easy

The cost of ad hoc mail is overlooked in most organisations. Simple steps can lead to considerable savings through consolidation, automation, and postal discounts.

- More print volume
- Provide online value-added services
- Enhance efficiency and respond more quickly to customer requests
- Increase profitability with postal discounts and mail optimisation

Efficiently manage remote printing

If you need to manage your print jobs remotely or are a service provider looking to increase your print volume, Ad Hoc Mail provides a valuable opportunity. With the increasing trend in home-based work, being able to properly manage multiple remote printing jobs can help reduce costs and increase revenues.

Convenient print services

The Ad Hoc Mail solution allows customers to print from a Windows environment, via the internet, 24/7. They can preview results, add attachments, and submit documents directly or via an approval queue into a remotely located print room.

Automate and optimise

The remote print room will receive customers' pre-approved, print-ready jobs, ready for use in upstream production processes. This allows both customers and service providers to reduce overhead and other costs, to maximise revenues.

Customer experience

Customers simply print; only now, it's done remotely. Using a standard print driver and web portal to submit and view print jobs, the procedure remains seamless and familiar. Email notifications are automatically sent at every stage of the process. This no-hassle system means that customers are informed and confident, while service providers are routinely communicating on their jobs' progress.

"**55%** of PSPs cited their ability to increase sales as their biggest concern."^{*}

Andrew Paparozzi
Chief Economist, *Idealliance*



^{*}Aberdeen

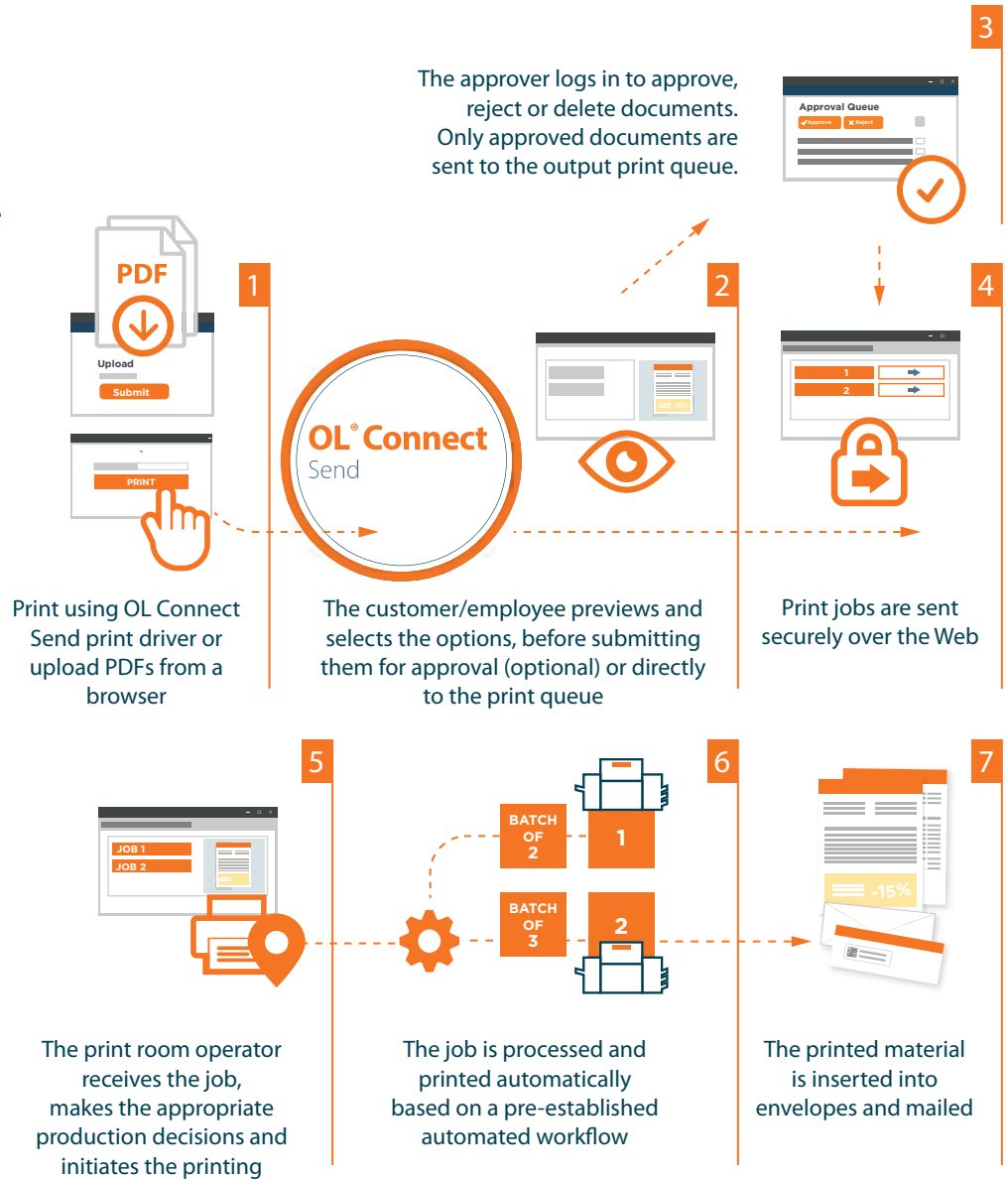
Ad Hoc Print and Mail Workflow

Customer Experience

- ✓ Reduce costs by eliminating overhead like paper, envelopes, toner, and postage
- ✓ Stay in control of branding, finishing, and inserts
- ✓ Access a simple and intuitive web interface available 24/7
- ✓ Rely on secure transmissions, with no complex registration or login process
- ✓ Preview documents before sending in real-time
- ✓ Receive alerts at each stage of the process

What you get

- ✓ Onboard more customers
- ✓ Upsell existing customers
- ✓ Become a true full service facility
- ✓ Receive preapproved documents
- ✓ Automate the handling of print jobs
- ✓ Consolidate, sort, and batch jobs
- ✓ Optimise all mailing tasks
- ✓ Reduce management costs
- ✓ Offer cheaper rates



Examples of ad hoc mail documents

- | | | |
|----------------------|-----------------|---------------------|
| Business letters | Contracts | Quotes |
| Certificates | Credit letters | Reminders |
| Collection letters | Declarations | Promotional letters |
| Confirmation letters | Dispute letters | Welcome letters |