Decipha

Mailroom management

We know that data quality, timeliness, error-free performance and cost efficiency are important to business and government enterprises.

Our integrated physical and virtual mailroom management capabilities deliver the right data into your systems sooner, reducing manual handling and processing time, accelerating payment cycles to manage revenue, and shrinking time and costs.

Latest technology and expertise

We offer the latest mail processing technologies and facilities, operated by expertly trained, experienced staff. We take a consultative, customised approach to streamlining your current and future mailroom and incoming information needs.

Our suite of mailroom services can be delivered onsite at your facility utilising our experienced staff, or at our specialised offsite processing facilities at seven sites across Australia – or a combination of both – offering you:

- **Timeliness:** We collect, sort and process incoming mail and information early each morning, so consolidated data arrives at your desktop before the start of the working day.

- **Efficiency:** Automated scanning and capturing of data from physical documents, securely streamlined to your nominated business areas.

- **Flexibility:** Our combination of onsite and offsite services ensures seamless business continuity through flexible resourcing to handle volume fluctuations.

- **Security:** Our highly refined mail security screening processes ensure the safety of your staff and business facilities.

- **Accuracy:** Our "return to sender" service promptly updates inaccurate address records before your next mail-out, reducing waste and costs.

- **Certainty:** We track and trace deliveries, providing a clear audit trail for easy document tracking.

- **Integration:** We can also manage associated administrative services, including copying, reproduction, records management, couriers and loading dock management.

Outsourcing your mailroom operations to Decipha reduces costs and lets you focus on your core business.

We have over 18 years of experience in helping business and government enterprises better manage their incoming information.

Outsourcing your information management requirements to Decipha can help you streamline and automate your current processes to reduce costs and improve efficiency. This can result in faster payment cycles, business process improvement and simplification and realisation of compliance requirements.

As a business of Australia Post, Decipha can also leverage the extensive range of Australia Post services that may complement your mailroom and data management, including Parcel Lockers, MyPost Digital Mailbox and StarTrack Courier.

This information sheet is a summary only.

For more information about how Decipha and Australia Post can help you reduce data handling costs and improve your operational efficiency, visit decipha.com.au, call 13 11 18 or speak with your Australia Post Account Manager.