

Outbound Mailing Services

Fact Sheet



INFORMATION CAPTURE SOLUTIONS

Key Features

- Document Security
- File Based Processing
- Improved Performance
- Lower Labor Costs
- Reduced Risk of Lost Information
- Automate Business Processes
- Secure ICS Facility
- NIST 800-53 Compliant

Your Outbound Mailing Outsourcing Partner

ICS understands the large burden printing and mailing outgoing documentation can place on an organization. Not every office will have the labor, equipment, and expertise required to take on such a project internally. That's why ICS has invested in a secure, monitored facility with high-speed automated outbound mail equipment to allow us to take on that burden for you.

With ICS' outbound mailing solution there is no need to purchase expensive equipment or software, ICS with our combination of top-of-the-line Pitney Bowes and Riso equipment, along with a skilled labor force can we meet the needs of any outbound mailing opportunity.

We work with our clients to understand how they distribute their current mailings and build a project plan to ensure these important documents are printed, stuffed, and stamped correctly and in an efficient manner. We help turn unwanted paper into digital assets. We work with our clients to ensure we meet their needs and their budgets. Let's take a look at the process that ICS employs.

Document Creation

ICS utilizes industry leading Riso printing equipment to meet our customers' commercial level printing needs. ICS has the capability to print at speeds of up to 140 pages per minute, easily providing the efficiencies needed to meet the requirements of the most robust outbound mailing opportunities.

ICS works with each customer to understand and document their individual needs. ICS develops specific print jobs for each customer based upon the document types that they will be mailing and their intended destination. This allows ICS the ability to securely assemble the documents for envelop insertion guaranteeing that the final documents are mailed to the correct address.



Learn More

If you want to learn more about our outbound mail outsourcing services, visit our website at <https://infocapsol.com/> or give us a call at (606) 862-2000 today.



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Fact Sheet (cont'd)



INFORMATION CAPTURE SOLUTIONS

Document Folding and Inserting

ICS has incorporated top of line Pitney Bowes equipment into our mailroom to efficiently fold and stuff envelopes, while also providing our customers the peace of mind knowing that the correct documents are being sent to the correct addresses.

ICS utilizes the Pitney Bowes Relay 7000 inserting system for our high-volume mail processing customers. The Relay 7000 provides ICS the ability to meet the high productivity requirements of our customers by processing over 5,400 pieces of mail per hour. ICS provides the highest level of integrity and security that is available to our envelope insertion process. ICS also has the ability to easily switch from letter to flat envelope inserting providing efficiencies in our mailroom that help to keep our costs down, while also reducing postage costs for our customers.



Postage Application

ICS also employs the Pitney Bowes SendPro P2000 in our mailroom operations as a part of our digital mailing system. The P2000 allows ICS to efficiently apply the correct postage to each envelope, flat, or box that leaves our facility. With industry leading "Weigh on the Way" technology ICS has the ability to apply postage to envelopes and flats at a speed of 310 letters per minute, easily meeting the needs of our commercial customers. This digital mailing system also allows ICS to easily track all postage through an easy-to-use web reporting interface, ensuring accurate reporting back the customer.



A Complete Outbound Mailing Solution

ICS works extensively with our clients to provide the most efficient outbound mailing service that is tailored to their specific needs and document types. Through our incorporation of industry leading technology, automated software, robust reporting and tracking we provide seamless outbound mailing services that act as an extension of your daily operations.

Information Capture Solutions specializes in providing complete and customizable BPO solutions in the enterprise content management industry. ICS has the proven ability to provide secure and accurate automation and enhancements to the document handling process, providing our customers with the information they need in a timely and effective manner. If you would like to learn more about how ICS streamlines the workflow of paper based process, please visit our website or give us a call today.



Document Creation



Document Assembly



Document Folding



Document Insertion



Postage Application