

NOVITEX'S MAILROOM MANAGEMENT

#1 Provider for the Past 30 Years

While mailroom management is not your core competency, it impacts your business, consuming time, money and human capital. For instance, mail accounts for more than 9% of operating costs for Fortune 500 companies, according to the Facility Management Handbook.

Novitex knows how to optimize your workflows and labor so that you can reallocate your resources to growth initiatives. For the past 30 years, Novitex has been enhancing the workflows of Fortune 500 companies and government agencies, as we are the **#1 mailroom management provider**.

We offer a comprehensive portfolio of mailroom management solutions that include, but are not limited to:

- **Secure Mail Services:** We provide comprehensive screening services to mitigate risk, reducing lost profits and operational disruptions.
- **Return Mail:** 4% of all First-Class Mail is never delivered, resulting in millions of wasted dollars. With intelligent data, technology and our expertise, we drive an average uplift of 65% for our clients, improving deliverability rate and reducing waste.
- **Digital Mail:** We can transform your traditional mailroom into a digital conversion hub, taking incoming mail correspondence and converting it into an electronic format where it can be accessed, managed and stored in a single, online repository.
- **Administration:** Our on-site manager oversees the workload in accordance with SLAs and agreed upon priorities, as well the oversight of suppliers and staff.
- **Mail Sorting:** We enhance the sorting process through technologies, such as scanning, OCR readers, barcodes and automatic sorters.
- **Mail Rounds:** Our on-site staff can deliver mail to designated drop points around your business leveraging our mobile tool, PodTracker, to provide visibility into the process.

- **Distribution:** Our solution includes: pre-sort processes, address cleansing, affixing applicable postage, shipping accountable mail through contracted carriers and managing deliveries through various couriers.

- **Intelligent Lockers:** Avoid waiting in line, missing a delivery attempt or rushing to the mailroom before closing. With a complete chain-of-custody, your employees now can pick-up their packages anytime.

TECHNOLOGY SPOTLIGHT

We blend our expertise and processes with best-in-class technology to drive optimal results.

- **PodTracker:** This multi-tool application designed for the iPad offers a complete chain of custody for all packages. This function helps decrease the probability of missing packages and enables quicker and easier communication at all stages.
- **NoviMetrix:** Our proprietary online dashboard tool collects various data and metrics, providing instant visibility into our service and your workflows.

BENEFITS

We help our clients:

- Curb unnecessary spending while providing visibility
- Adhere to ever-changing postal regulations
- Develop and implement secure processes

MEET OUR SUBJECT MATTER EXPERT



Christine Erna, Sr. Postal Solution Architect
Christine leads our postal solutions team. With 20 years of experience and a Six Sigma Green Belt, she has transformed our clients' mailrooms to drive millions of dollars in savings. She also is a regular speaker at National Postal Forum, the industry's premier event.

