



The smart way to deliver business documents

The Pareto principle (also known as the 80-20 rule), was discovered by the Italian economist Vilfredo Pareto, who observed in 1906 that 80% of the land in Italy was owned by 20% of the population. This simple rule works in many different walks of life from nature through to economics. DocuPost uses the same principle to deliver business documents efficiently to your key customers and in doing so, can reduce your postage, credit control and admin costs by up to 80%.



DocuPost is a web based **“Document Delivery Portal”** which allows distribution of any type of document.

The portal, **provides organisations with cost savings, reduces paper consumption, improves paper & document processes, is secure & provides complete document integrity and visibility.**

Saves up to 80% of postage costs

The portal automates **traditional physical post** by delivering business documents electronically via a secure document delivery portal. It provides guaranteed delivery, is secure, is easy to use and if you are using stamps, franking devices or PPI will significantly reduce your postage costs!

Assured delivery, traceability & visibility

In the case of **e-billing**, if you are already sending PDF invoices to your customers, the DocuPost **self-service portal** will save you money by reducing customer service enquiries, and best of all, **document visibility** allows the sender to see when the document has been delivered, read or saved.



Every time you print and post a document it **costs your business at least 90p***.



Your **business critical documents** can be manually uploaded to DocuPost or automatically submitted from any ERP system. With no up-front costs, DocuPost is **cost effective** and can be set-up in hours rather than days.

It's great for:

- Invoices, Statements & Credit Notes.
- Purchase Orders, Proof of Delivery (POD) & Delivery Notes.
- Payslips, HR directives and documentation.
- Contracts, Tenders & Proposals.
- Brochures, Technical Drawings & Specifications.
- Or any document where you need an **assured delivery method**.

*According to the Federation of Small Businesses (FSB) "The true cost of sending a letter in the UK, including paper, envelope, toner, machine rental, post and time is between 90p and £1.20 (depends on staff hourly rate)".



Do you need **assured** delivery and visibility?



The postal service is not what it used to be with many complaints of how long 1st and 2nd class mail takes to actually arrive. DocuPost ensures your documents are available as soon as they are uploaded. **Better still, you'll know when they've been viewed or downloaded.**

Do your customers, employees and contacts ask for copies of documents such as quotes, wage slips delivery notes and invoices?



By providing a **self service portal** they will be able to retrieve documents from their own desktop or mobile device. This can also overcome some problems relating to bounced emails with PDF attachments.



Benefits - Get ahead of the crowd!



If you already send documents via e-mail, DocuPost overcomes issues relating to bounced emails, lack of traceability and no visibility of what is happening with the document once it has been sent.

For example, a **credit controller** chasing overdue invoices can see whether it has been viewed or downloaded. If the debtor claims not to have seen it, you can quickly point them at their secure DocuPost portal or resend the unique secure document web address.

In simple terms, you take away the reason not to pay, thereby, reducing aged debt and **improving cash flow**.



Organisations who implement DocuPost do so to have the latest technology, improve their processes, become more efficient but also to make associated cost savings making the solution a proven and quick return on investment.



Not only will DocuPost reduce your current costs & improve your processes, it is also proven to provide;

- Invoices paid faster – Reduced DSO (Days Sales Outstanding)
- A reduce carbon footprint – Save 20g of CO2 per letter
- Reduced paper reliance and consumption
- Improve communications with your customers
- Gives control back to your credit controllers by removing excuses to pay
- No need to send copy invoices - Self Service Portal available 24x7
- Costs can be fixed unlike post which is continually going up
- Provides costs savings of up to 80%
- Process improvements of up to 95%





DocuPost is available as a no obligation demonstration & free audit.

1. DocuPost will revolutionise the way you send business documents.
2. If you need financial evidence of the cost savings DocuPost will afford your organisation request our free audit to look at current processes and document types which you can migrate to the portal
3. Request today you have nothing to lose!





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