

10 STEPS

Optimizing Invoice Processing

INVOICE PROCESSING EFFICIENCY

CLIENT VALUE

1

Address Hygiene



Clean up bad addresses (NCOA), Intelligent Mail Barcode (IMB), CASS (Coding Accuracy Support System) Certification

SAVES TIME

INCREASES EFFICIENCY

INCREASES MAIL DELIVERY

Exact Match



Combine bills, if name and address are the same, in a single envelope

ECO-FRIENDLY

INCREASES EFFICIENCY

SAVES MONEY

3

Custom Form Design



Banner ads/custom marketing messages
Offer pastel colored paper; highlight color

CUSTOM PROMOTIONS

INCREASES INCOME

SAVES MONEY

Personalized Project Management



Each client is assigned a team dedicated to serve for the duration of their contract

SAVES TIME

INCREASES EFFICIENCY

ONE-ON-ONE COMMUNICATION

5

Comprehensive Job Proofing



Multiple approaches to proofing to catch errors, verify data and form elements

SAVES TIME

ENSURES QUALITY

REDUCES ERRORS

INVOICE PROCESSING EFFICIENCY

CLIENT VALUE



6 Proofing Per Audit Sheet



6

Every section of the job to be printed is verified internally by team members

ENSURES ACCURACY

REDUCES ERRORS

IMPROVES EFFICIENCY

7

7 Step Check Print Job



PDF live data samples insures accuracy of bills before printing. Client reviews totals to ensure all bills accounted for

100% DATA INTEGRITY

ENSURES ACCURACY

CLIENT REVIEW

8 Comprehensive Security



8

Secure transmission, transfer and storage

PROTECTS CLIENT DATA

INCREASES SECURITY

100% BACKED UP

9

9 State-of-the-Art Printers & Inserters



Printer rated 1200DPI vs old technology 600DPI, Inserter bluetooth enabled

IMPROVES IMAGE QUALITY

IMPROVES EFFICIENCY

100% INCREASED PRODUCTIVITY

10 Comprehensive Job Accuracy



10

Camera verification, 2D Barcode

INCREASES MAIL DELIVERY

IMPROVES TURN TIME

99.99% ACCURACY

BMS Direct provides efficient, cost-saving invoice processing services including: utility billing, medical invoicing, e-billing, real estate and personal property billing and bank statements. Contact info@BMSDirectInc.com

www.BMSDirectInc.com

