

# 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 & Inserter



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 DELIVERY

IMPROVES TURN TIME

99.99% ACCURACY

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