


The DX logo is located in the top left corner of the page. It consists of the letters 'DX' in a white, bold, sans-serif font, set against a blue rectangular background.The word 'mail' is written in a white, lowercase, sans-serif font on an orange rectangular background, positioned to the right of the DX logo.

BUSINESS CORRESPONDENCE

DX Mailroom Management

A close-up photograph of a person's hand holding a light blue envelope. The hand is positioned on the left side of the envelope, with the thumb and index finger visible. The person is wearing a silver watch. The background is a blurred office environment with green and red filing folders on shelves. A ruler is visible in the bottom right corner of the image.

Does your organisation need a flexible, reliable mailroom team that can tailor their approach to meet your bespoke needs? Do you want a single point of contact to manage your different mail suppliers? The DX Mailroom Management service offers a cost-effective reliable outsourced mailroom solution with service level guarantees.

www.thedx.ie 01 879 1700

Simple and cost-effective – the only real alternative for Mailroom Management

trusted ▪ reliable ▪ secure

DX

DX MAILROOM MANAGEMENT

The benefit of DX Mailroom Management

DX Mailroom Management offers a unique, flexible service to improve and ease mail processing. Acting as a single point of contact for all your mail and distribution partners, DX Mailroom will ensure that you can focus on the business of doing business.

- **Maximise productivity** – DX and An Post mail collected and sorted before 09h00 each working day. Outgoing post is sorted, franked and delivered to local sorting depots as required.
- **Tailored solutions** – mailroom staff provide support services such as copying, scanning and fax collation or other administrative support as required.
- **Ease of use** – maximise the value of the DX network, mail will be sorted to provide you the most cost-effective mail delivery solutions without you having to pre-sort.
- **Peace of mind** – service levels are agreed and constantly measured to ensure the solution continues to meet your needs.

Secure, fast and reliable

DX can be relied upon to manage your mail processes, ensuring your mail is where it should be when it should be, leaving you to focus on your core business.

Mailroom Management services may include:

- Post collection, sorting and internal delivery for different mail sources
- Franking, weighing and cost allocation of all mail
- Delivery to local sorting offices
- Document Imaging
- Photocopying
- Microfilm Scanning
- Fax Management
- Courier Management
- Print & Stationery Management
- Waste management



TRUSTED DX SERVICES :



DX is Ireland & the UK's leading independent mail and courier company providing a range of products and services delivering approximately 40,000 items per day in the B2B market.

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