

# DataPost – Your Partner in Printing and Mailing Solutions



## Outsourcing Printing and Mailing Functions

Outsourcing of non-core functions has grown rapidly over the recent years and it is increasingly becoming a vital component of our modern business in Singapore and around the world.

There is now a shift in thinking that outsourcing arrangements are partnerships that can help the companies to cut costs, provide access to industry expertise and resources to shorten the time to get to market, boost customer satisfaction and exploit rapidly changing technology. Traditionally where confidentiality and loss of control are key inhibiting factors to outsource, companies now outsource once they know that the outsource firm has the necessary computer and physical security controls put in place.

## How Can DataPost Help You?

Whatever your business, DataPost is here to help you with your printing and mailing requirements. This includes printing and mailing services, barcode and OCR printing, data formatting, archival and retrieval, and electronic bill presentment and payment.

With our extensive range of value-added services and our wealth of knowledge and experience in mailing business, you can look towards greater cost savings, increased speed to market and high quality and professional printing of your mailers.

## DataPost Delivers Key Business Benefits

**Electronic Laser Quality Printing** - We use the latest technology in laser printing that allows us to print a wide range of printing formats. The flexibility of our systems enables us to print almost any data stream to create your direct mail pieces, bills, statements, policy documents or fund raising communications. Our high-speed laser printers can print 220,000 A4 pages in an hour. This allows businesses to process and deliver large quantities of data-intensive and personalized documents at high-speed.



**High Integrity and Intelligent Insertion** – Our enveloping machines are highly intelligent and able to detect duplicate printing or missing documents. These machines can also insert selective brochures and leaflets automatically at high speed of up to 180,000 pages in an hour.



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**Total Mailing Solutions** – Established since April 1994, DataPost's core business is to provide data printing and enveloping services, which is called ePost™ services. DataPost has since grown to become the largest data printing and enveloping service bureau in the region. To help our clients achieve greater efficiency, electronic data is received from our clients and the entire process of purchasing stationery, formatting, printing, enveloping (including inserts) is managed and processed seamlessly. Our primary services are complemented by related services such as data mining, data archiving, data de-duplication and matching, sourcing-monitoring-control of stationery, lodgment of mail and free consultation on mail quality.

**Quality** - Our operations are ISO 9001:2000 (Quality Management System) and ISO 17779 certified. You can be certain that we will produce your mailers that meet the quality set by postal administration to enable you to enjoy discount in postage.

**Quick Turnaround** – With the large availability of printers and enveloping machines, you can be rest assured that we can distribute high volumes of bills, statements of account, promotional mailers, personalized direct mailing to targeted specific audiences, personalised letters and birthday cards in the shortest possible timeframe.

**Two Operating Sites for Business Continuity** - We have two operating sites in Singapore to ensure continuity of services. One of which is located at the Singapore Post Center and the other is at the Singapore Post delivery base. They are just 5 km apart. The two operating sites are of equal capacities and in terms of printing and enveloping capabilities. They are readily capable of backing up each other in the event that one site is not available.

**High Security** - Our staff undergoes security clearance and they are bound by a secrecy clause in their contract employment that forbids the disclosure of any confidential information. Periodically, we invite reputable external auditor to review our physical and computer security controls to ensure that our setup comply with Banking Secrecy Act, guidelines set by Monetary Authority of Singapore.

**Regional Setup** – Besides our strong presence in Singapore, we have a subsidiary company in Malaysia and also a joint venture in Philippines to provide similar services. We will continue to expand our setup and impart our know-how in this region to serve our regional customers as well as domestic customers.

#### Main Office

DataPost (Singapore) Pte Ltd, 10 Eunos Road 8, #02-36, Singapore Post Centre, Singapore 408600.

#### Subsidiary Company

eP2M Services Sdn. Bhd. (648008K), 1<sup>st</sup> Floor, Kompleks Kemajuan, 2 Jalan 19/1B, 46300 Petaling Jaya, West Malaysia

#### Associate Company

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