

Singapore
POST



BOOST BUSINESS RESULTS WITH
**SINGPOST INTEGRATED
MAILROOM SOLUTIONS**



Mailroom services are key to the productivity and performance of every organisation. When run properly, your mailroom can help your business save costs and provide value-added services to take your company to new level of efficiency.

Is your mailroom operations optimised?

Most companies lack the basic infrastructure required to gain the full benefits of a well-run mailroom. As a result, these are some common setbacks experienced:

-  Mail not getting delivered or received on time
-  Service disruption due to difficulty in replacing mailroom staff
-  Escalating expenses in mailroom maintenance

What SingPost Integrated Mailroom Solutions can do for you

SingPost Integrated Mailroom Solutions is a professional mailroom management service that provides complete delivery solutions including:

-  Processing and distribution of incoming mail or courier/express items and internal mail
-  Inter-office runs
-  Processing of outgoing ordinary and express mail, local and international

One-Step Corporate Mail Collection Service



Our large fleet of SingPost vans and trucks can meet your logistics needs with ease and efficiency.

We will collect all your mail (processed or unprocessed) and send them to SingPost Centre for central processing, for local and overseas deliveries.

Reasons to Choose SingPost Mailroom Specialists

1 Optimise Resources, Minimise Errors

Our proven and professional solutions will give your business an edge with consistent precision and timeliness.



2 Focus On Your Core

Channel your people towards other growth generating activities and leave your mailroom operations to us. Our staff can be activated on short notice so you can say goodbye to staffing issues.



3 Maximise Productivity

Ensure productivity and efficiency through our automation solutions.



4 Choosing the Right Fit

We take the time to truly understand your company. This enables us to pick the right mix of solutions for you so upon handover, you know you are in good hands.



HOW SINGPOST HANDLES YOUR CORPORATE MAIL

Incoming Mail



Collection

Incoming mail collected from SingPost Centre



Integrated Processing

Mail consolidated, processed and sorted



Distribution

Mail delivered to departments accordingly

Outgoing Mail



Collection

Outgoing mail collected from departments



Integrated Processing

Mail consolidated and delivered to SingPost Centre for processing via Corporate Mail Collection service



Delivery

Mail sent locally and worldwide

TALK TO US TODAY

Visit www.singpost.com/mailroom to find out more

FAST, RELIABLE AND HASSLE-FREE

SingPost provides a comprehensive range of mailroom services:

- Local/Overseas Mail Processing Service
- Letter Shopping
- Front Desk Reception
- Office Equipment/Supplies Management
- Shipping Function
- Proof Reading
- Scanning Services
- Corporate Mail Collection Services
- Statistics and Reports

“*SingPost Integrated Mailroom Solutions provide a value-for-money outsourced solution to Bangkok Bank. It's reliable, fast and efficient in handling all kinds of mailing requests. In a nutshell, Mailroom Solutions provide an end-to-end seamless solution. This allows Bangkok Bank to have full concentration in running its core business and day-to-day operations.*”

Ms Emily Tan

Head, Human Resources and Administration
Bangkok Bank

OUR ACCOLADES



**Rated Top Postal Agency
in the World 2013**
(Accenture)



EMS Cooperative Award for Speedpost 2001 – 2014
(Universal Postal Union) – only company
to win award every year since 2001



Service Provider of the Year 2014
(Postal Technology International)



World Mail Award for E-Commerce 2014



Supply Chain Asia Awards 2015:
Last Mile Partner of the Year



World Mail Award 2015:
Retail Customer Access



Singapore Post Limited (Reg No. 199201623M)

10 Eunos Road 8, Singapore Post Centre, Singapore 408600

www.singpost.com