Digital Mailroom & Hybrid Mail

SPS' mailroom services provide an efficient outsourced mailroom scanning and hybrid mail solution for UK companies. Save time and money, go paperless and improve processing speed for your inbound and outbound mail.

Inbound Mailroom Scanning & Document Processing

Divert inbound mail to our secure, certified bureau where it will be opened, sorted, scanned and classified. We can handle inbound documents, original records, cheques and digital mail.

Digital Mailroom

Inbound mail is scanned on arrival using the latest Opex Falcon Technology to BS 10008 standards.

Digital Documents

Automated email processing, with data sorting, classification and workflow.

Original Documents

Digitisation and secure return of original documents e.g. passports, or driving licenses, with full audit trail.

Cheque Processing

We can scan and digitally bank inbound cheques on a same day service using Bankline. Daily reporting provided for audit purposes.

Certified & Trusted

BS 7858 Security Screening of Individuals

bsi ISO 22301 Business Continuity Management CERTIFIED

bsi ISO 9001 Quality Management Systems CERTIFIED

bsi BS 10008 Electronic Information CERTIFIED

bsi ISO/IEC 27001 Information Security Management CERTIFIED

CYBER ESSENTIALS PLUS

Data Protection Act 2018

CYBER ESSENTIALS

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sales.uk@spsglobal.com
www.spsglobal.uk

The Power of Possibility

Inbound Mailroom Scanning Process

SPS' mailroom scanning services operates from our secure, compliant bureau and documentation is fully tracked throughout the process. The team uses barcode technology for each action. Our mailroom process includes:

1 PO Box Diversion

Incoming mail is diverted to our secure mailroom facility with certification to ISO27001:2022.

2 Opening and Sorting

Mail is opened and sorted to your rules. Falcon scanners have automatic envelope opening and sorting technology.

3 Digitisation

Documents are scanned using Opex Falcon technology, capturing 120 pages per minute. Images are checked by our Quality team.

4 OCR

Scanners offer OCR, OMR, barcode and document type ID recognition, enabling fast keyword search and retrieval.

5 Intelligent Data Capture

We've invested in the latest data capture technology to intelligently extract data from digitised mail. Manual indexing also available.

6 Cheques and Original Docs

Cheques can be scanned and digitally banked. Original docs can be securely handled and returned to sender (post scanning) with a full audit trail.

7 Data Return

Mail can be returned by secure file transfer, uploaded to SharePoint or SPS' Cleardox EDM System.

8 Workflow

SPS offers digital workflow solutions to automatically send mail to the correct team or department.

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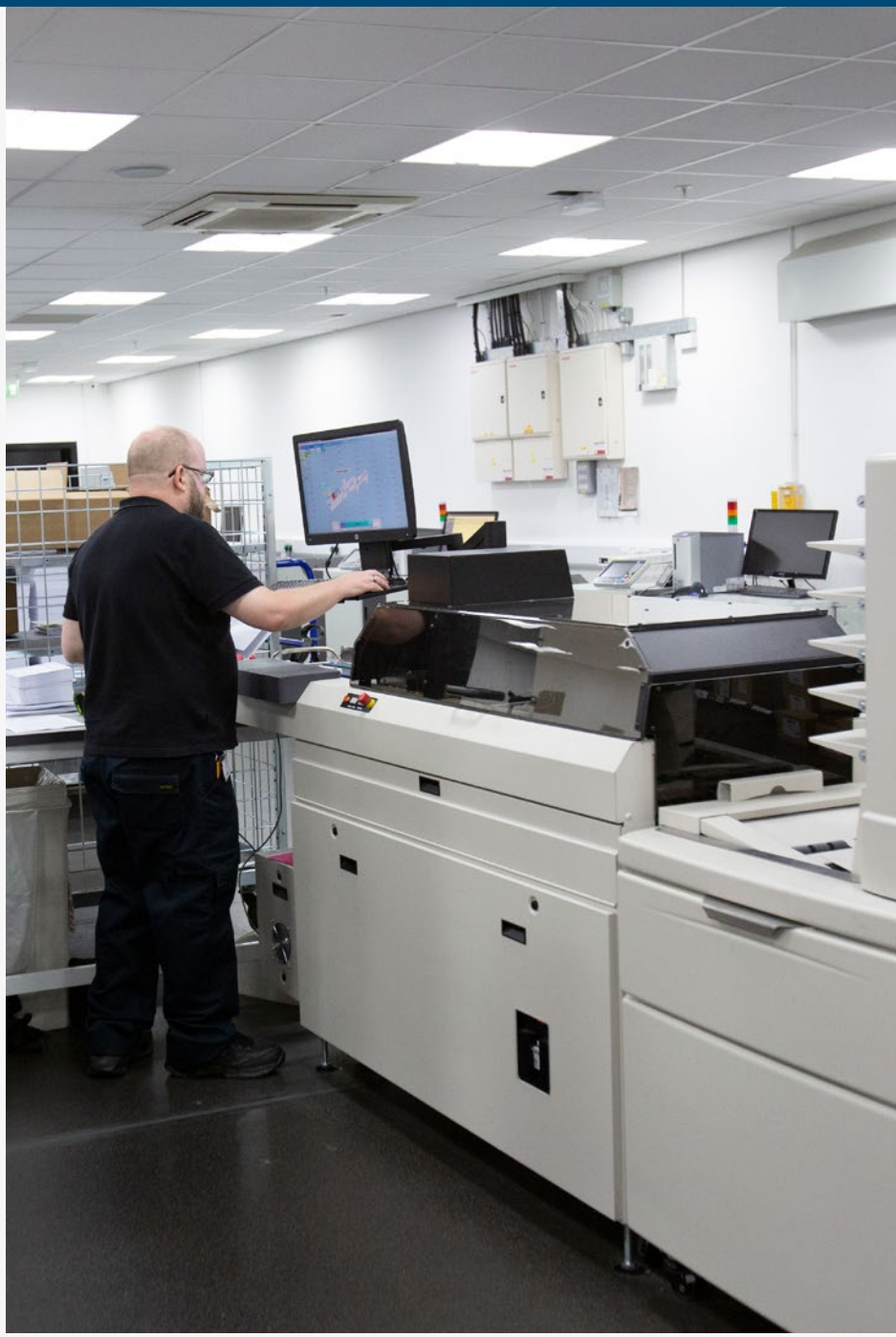
The Power of Possibility

Hybrid Mail Service

Our Hybrid Mail Service provides an efficient outsourced print service for outbound mail. We can print, envelope and post your day to day business paperwork and documents at the touch of a button.

Benefits

- Efficient print, packaging and distribution solution for outbound mail and documentation.
- Personalisation and printing of outbound documentation.
- Send documents quickly and easily at the touch of a button.
- Handle high volume mailers and surveys, to one off letters and other business documentation.
- Manage peaks and troughs in your outbound mail without additional staff resource.



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The Power of Possibility

Hybrid Mail Process

SPS' hybrid mail solutions allow outbound documentation to be personalised, printed, enveloped and posted. Find out more about our process.

1 Document Creation

Documents can be created using usual methods. We can print and handle postcards, A4, or A3 sized paperwork. Add personalised fields using standard merge tags.

2 Digital Files Provided

Add your files to our secure system, along with recipient details. You can check the addresses using our postcode validation checker.

3 Print Properties

Select your print properties, e.g. black and white, or colour.

4 Postage Options

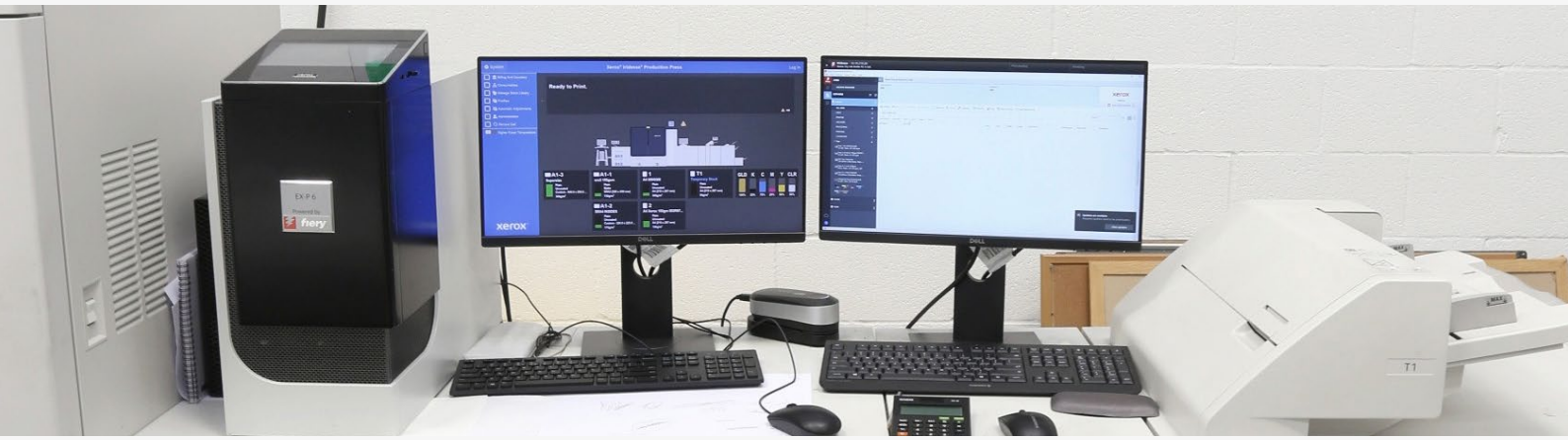
Choose your postage options. Mail can be sent by 1st class, 2nd class or economy.

5 Cost Review

Our solution will show the print costs in real time for your review.

6 Send

Click the send button and your documents will be printed, enveloped and posted by our team.



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The Power of Possibility

Why Choose Us?

SPS is certified to the latest BS standards, provides secure facilities and has invested heavily in IT & cyber security.

Secure Services

- Securely tracked collection.
- Facial & biometric entry systems.
- 24 hour CCTV.
- Enhanced fire detection system.
- Hydrosense water detection system.
- Perimeter fencing.
- Full audit trail.
- Qualified Data Protection Officer.

IT Security

- Cyber Essentials & Cyber Essentials Plus certified.
- Secure locked server room.
- Microsoft Azure data centre.
- CrowdStrike endpoint detection and response.
- External SEIM Solution maintained by Netitude's security operations centre.
- Privileged access management.

[Case Studies](#) [Certifications](#) [Facilities](#)

Certified & Trusted

BS 7858 Security Screening of Individuals

BCMS 738207 (ISO 22301 Business Continuity Management)

FS 505511 (ISO 9001 Quality Management Systems)

IMS 617113 (BS 10008 Electronic Information)

IS 541786 (ISO/IEC 27001 Information Security Management)

Cyber Essentials Plus

Data Protection Act 2018

Cyber Essentials

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