

Document Outsourcing Services

Putting information at your fingertips

Producing and delivering documents efficiently is crucial to the success of any organisation, yet managing and staffing these areas effectively is becoming increasingly difficult.

In-house document production and mailrooms consume resources that could be better invested on your core business, and because these areas may not be your primary focus, the technology and processes often become outdated. Often the result is slow output, high cost per page and per mail item, unsatisfying results and unhappy staff.

Which is why a rapidly growing number of organisations are recognising the benefits of outsourcing these operations and turning to Fuji Xerox Global Services.

Our Document Outsourcing Services offers you the choice of PrintCentre and MailCentre services. The PrintCentre services will provide you with fully managed in-house document production capabilities to help you reduce print production costs, while managed MailCentre services promotes optimum operating efficiency across all aspects of the modern mailroom.

We can help you to....

- **Accurately allocate print costs to cost centres**
Online print job submission and tracking systems provide transparency and accountability. Centralised management makes cost allocation simple and flexible.
- **Reduce document turnaround time**
Managed document production gives you a dedicated facility with market-leading digital technology and expertise. There is no need for you to send digital printing jobs to external parties.
- **Consolidate print production and mailroom costs**
A dedicated team whose core focus is to provide these essential, yet non-core services, to your business. As a result overheads are reduced and stock management is improved.
- **Automate mailroom tasks to improve efficiency**
Fuji Xerox Global Services has extensive experience in business process analysis and uses state of the art technology to enable you to automate repetitive tasks. This reduces labour cost, increases output and assists in leveraging postal services discounts to cut costs.

PrintCentre Services reduces costs and improves quality, control and performance to help capture revenue growth opportunities by providing digital print on-demand capabilities with fast turnaround.

The PrintCentre delivers a fully managed in-house document capability for the production and fulfilment of documents including brochures, personalised direct mail, stationery and business cards.



You will be able to manage large-volume print runs, meet tight deadlines and produce customised, professional-looking documents.

Users will be able to send documents directly to print via your intranet, and our cost-recovery system means that printing costs can be allocated to the right department or paid for directly by users.



Customer relationships improve through the real-time creation of full colour, tailored and personalised documents that can be produced as part of a planned campaign or on-demand in response to a client request or event.

Document inventory is eliminated with just-in-time, on-demand digital printing, as is the need to reprint documentation when a product changes. This leads to better asset utilisation, reduced lead times and order-to-delivery changes.

MailCentre Services manage all internal and external mail processes, as well as the local and global fulfilment requirements such as packaging and distribution.

Fuji Xerox Global Services analyses your current operation to identify savings opportunities in key areas such as labour, workflow and postage. We then apply the necessary technology, layout and business process to deliver the agreed improvements in productivity and reductions in costs.

You benefit from a dedicated team of mail and distribution service specialists with access to the latest Fuji Xerox Global Services hardware and software solutions. The staffing and equipment mix is optimised to achieve the most effective balance between process capability and service delivery.

As a result, the MailCentre delivers exceptional performance and manageability that is highly cost-effective. We also work with you to deliver creative ideas, new technology and process solutions to meet your changing mail fulfilment requirements.

We make documents our business, so you can focus on yours.