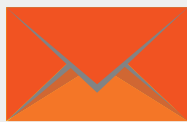# DIGITAL MAILROOM

We live in a fast-paced world and as a result, we need to streamline our company processes where possible. A great place to start, yet commonly overlooked, is a Digital Mailroom.

We are busier than ever. Every minute and resource is valuable. By utilising a Digital Mailroon, your company will not only gain from the cost savings associated with internal mail processing, regained office space and company time but will also reap the benefits of mail traceability, eliminate security risks and improve customer service with timely and accurate designated delivery.

HOW DOES IT WORK?

| Mail will be collected at a designated GPO box or redirected to us. | From here, it will be scanned & sorted per pre-set rules. | Then forwarded to a designated inbox or indivdual. | The mail itself can be securely stored in our records centre or shredded, per direction. |

To learn more, contact your Account Manager directly or our friendly Client Care Team via services@zircodata.com.au or 13 ZIRCO (13 94 72).

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