

# YOUR DOCUMENT-TO-ENVELOPE MAILING CHECKLIST

*What to check for before you prepare another, invoice, statement or notice!*

Let's start with the document: \_\_\_\_\_

○ **Ensure that you are making a good impression with customers:** *The way your document is branded and designed can go a long way in making a good impression with customers.*

○ **Have an efficient document creation process by centralizing:** *Having a consistent design and regularly used templates for communications will speed up document preparation.*

Prepare your documents for the envelope: \_\_\_\_\_

○ **Don't spend valuable employee time on manual sorting, folding and stuffing:** *there is tech for companies big and small that can automate preparing documents for envelopes in a secure and efficient way.*

○ **Send Certified Mail® quickly and easily:** *you can create, track and archive Certified Mail online, saving your business hours of preparation time and improved visibility.*

○ **Have a compliant process:** *Be sure that your business is able to keep customer information secure with automated processes and software.*

○ **Eliminate preparing documents by sending them digitally:** *By offering customers paperless options your business can save on preparation and postage costs and can improve customer experience and response time.*

Optimize your delivery: \_\_\_\_\_

○ **Check your addresses and reduce DSO:** *the main cause of delayed payments is incorrect or misprinted addresses, eliminate those and get paid faster.*

○ **Don't pay full price for postage:** *there are a number of ways your business can save on postage from using a postage meter to pre-sorting your mail.*

○ **Improve customer experience with merged documents:** *improve customer experience and save on postage by combining multiple communications into one send.*

○ **Gain visibility and a record that important documents were sent:** *When you send document electronically you can see when they are received open and responded to, which can help reduce your DSO.*

Use this checklist as a starting point and customize it to fit your mailing needs. The more you think about your mailing process and understand where their are gaps, the easier it will be to speak to a specialist and get help. If you are ready to talk now, reach out to a Neopost specialist to get personalized insights today!