

## DIGITAL MAILROOM SERVICES

Mail is arriving at the office right now. But your employees aren't there to process it. They're working remotely and they can't access what they need to do their jobs. Your AR checks are piling up—hurting your cashflow.

### Get in the game

ROUTE YOUR MAIL TO OUR TEAM. WE'LL SCAN IT, UPLOAD IT, AND ROUTE IT TO YOUR STAFF. WE EVEN SCAN YOUR CHECKS AND SEND THEM TO THE BANK TO KEEP YOUR CASHFLOW FLOWING.

- ✓ Turn paper mail into a digital workflow
- ✓ Access critical data from anywhere securely.
- ✓ Seamless integration: sorted, scanned, converted, and tracked.



**CAPTURE &  
CLASSIFY**



**INNOVATE &  
IMPROVE**

**Out-think, Out-source, Out-perform  
with our Digital Mailroom.**

We have the latest scanners, workflow software, and optical character recognition technology

# DIGITAL CHECK DEPOSIT

Paper checks may be piling up at your office. Your AR team may be remote and are unable to process them. Fix the bottleneck with Digital Check Deposit.

**It's easy! Route your mail to Us. Then we:**

1. BATCH AND SCAN YOUR CHECKS
2. ELECTRONICALLY ENCODE YOUR CHECKS
3. PROVIDE TWO OPTIONS FOR REMOTE DEPOSIT



**Now you choose how to deposit checks:**

## Option 1: REMOTE DEPOSIT

- ✔ We send the electronic cash letter and digital checks to your bank for remote deposit into your account.

## Option 2: YOU MANAGE DEPOSITS

- ✔ We can send your team an electronic deposit ticket and check images for you to process the electronic deposit.

**Digital Mailroom & Check Deposit  
Two Services to Keep Your Business Flowing.**