



## **Saving Time and Money Through Effective Design of Your Mail Center**

In many businesses, the Mail Center is often relegated to the basement or some, out of the way, place in the building. In addition, they are often given left-over equipment and furniture to use or even store in their area of operation. Sound familiar? Without a cohesive workflow structure and design, the Mail Center will lose efficiencies, cost savings and the timeliness of information needed to keep your organization functioning at peak performance. So how do you fix this? The following steps will help.

First, consider the size of the Mail Center. To determine the optimum amount of space needed depends on current and forecasted (5 years minimum) inbound and outbound mail, certified mail and package volumes.

Second, consider the number of staff members needed to process and deliver all inbound and outbound mail. Is everything delivered same-day? If not, perhaps you are understaffed. If it is, perhaps you are overstaffed – either position will cost you money.

Third, do you have the correct and adequate mail equipment, computers and furniture so your employees can perform their jobs correctly?

Last, it is very important that the available Mail Center's space completes the organizations daily functions in the time allotted. If the volumes are big enough, have you considered automation vs. hand sorting? You may need larger machines or more staff members as the company grows and technology continues to change and improve.

Other important elements to consider - the type of shelves, slots, tables and storage that are used will play an important role in the overall functionality of the Mail Center. The type of mail you receive should be considered, and then plan your storage space and furniture needs accordingly. For example, if most of your receiving mail will be letters and flats, then your storage racks would be different than if you were going to be receiving a large amount of packages and parcels. The functionality of your mailroom will greatly increase by conducting an assessment of your incoming AND outgoing mail.

A well designed Mail Center maximizes the use of space, which in turn, optimizes your overall business operations. If you would like to learn more about mailroom design and how to achieve efficiencies and cost savings, please email [info@omgservices.com](mailto:info@omgservices.com) or call toll free 800-207-4807.