



## **Turning Paper Mail into Digital Mail Saving Time, Money and the Environment**

As an expert in professional facilities management services, OMG's goal is to communicate the newest trends in business communications to our valued clients and partners. The United States Postal Service (USPS) has just approved another postage increase, making mailing a far more expensive function of today's business processes. Technology, on the other hand, continues to offer solutions that the USPS isn't able to do. One such solution is converting paper mail to digital mail.

The basic premise is; all physical mail is delivered to one street address. The mail (including accountable and certified mail), once received, can/is opened, scanned, time stamped and sent to the secure intranet e-mail address. An e-mail alert will occur showing the employee they have new mail. From there, it is a choice whether it should be saved to a file, forwarded or discarded. If the decision is to discard it, like junk mail, the physical document can be shredded or recycled at the point of processing so that the document never leaves the scanning area.

Mail Scanning, document scanning, creating searchable PDF's and even high volume scanning can be done with the touch of the fingertips. Safe, secure and fast – the way today's communications needs to be transmitted. Digital Mail can save you hundreds or thousands of dollars in infrastructure. The equipment needed consists of a low cost scanner and a computer that is tied to the organization's intranet. All documents and packages would be scanned front and back and the employee chooses what to do next – keep, forward, recycle/shred.

Call OMG today to see if a Digital Mail solution is right for your organization. We can help with savings, efficiencies and a streamlined workflow that will allow you to focus on the areas you do best – we will do the rest. Call today – 1.800.207.4807 or e-mail at [info@omgservices.com](mailto:info@omgservices.com).