IRON MOUNTAIN®

IRON MOUNTAIN® DIGITAL MAILROOM SERVICE

INDUSTRY FACT

11% - SCAN 'AT-THE-DOOR' OR AT THE POINT-OF-ENTRY WITH A DIGITAL MAILROOM. TOP 2 BENEFITS REPORTED: DATA CAPTURE FOR DOWNSTREAM PROCESSES IS BETTER QUALITY AND FASTER 'POST-BOX-TO-INBOX' TIMES.

SOURCE: AIIM, PAPER FREE PROGRESS 2016

BUSINESS CHALLENGE

You are likely all too familiar with the challenges that working with paper based information presents to the efficiency of your employees and to the information security, privacy and compliance requirements of your organization. Leaders like you have been trying to remove or reduce paper based information from business processes for quite a while. In fact, 35% of organizations have an executive mandate to remove paper from their organizations.[1] But it isn't possible to remove paper from your workplace when a mix of electronic and paper based information, as mail, continues to arrive and your employees struggle to manage thousands, or hundreds of thousands, or millions of inbound paper mail, faxes, and electronic documents every month.

HOW THIS AFFECTS YOU

> Paper based information slows your processing time, introduces errors from manual data entry and increases your transaction costs.
> Critical documents can be lost, delayed or left unsecured.
> Your organization's employees and resources are distracted from the core business.

WHAT IF YOU COULD

> Put an end to paper as it enters your organization and re-focus your employees onto activities that are core to your business?
> Quickly deliver accurate, digital data to business process workflows?
> Reduce your operating costs while using our technology and process expertise?
> Improve your information security and privacy?

IRON MOUNTAIN® DIGITAL MAILROOM SERVICE

With Digital Mailroom service you'll be able to eliminate paper at your 'front door.' Our team of experts secure and open your physical mail. We classify, categorize and digitally capture the data and route it according to your specifications, including routing and uploading it into your automated business process workflows and backend systems such as your Enterprise Resource Planning (ERP) and other systems. We can also capture your inbound electronic information, classify and categorize it and convert it into a common electronic format ready for delivery to business processes and systems.

[1] AIIM, Paper Free Progress 2016

The Digital Mailroom service is available with the following complementary services:

> Secure Storage Services
> Secure Shredding

With our **Secure Storage Services**, you'll secure and protect your valuable physical records and documents and wrap a records management program around them.

When your paper documents have reached the end of their useful life and met your organization's requirements of retention, our **Secure Shredding** services will enable you to destroy them, confident that you are complying with regulations governing information destruction.

With the Iron Mountain® Digital Mailroom service you'll gain the benefits of best-in-class technology, while avoiding capital investment and IT burden. You'll leverage our ability to link your physical and electronic records, wherever they reside, our industry best-practice processes, facilities and personnel and our 65+ years of experience protecting customers' information security and privacy.

+603 5123 7688 | IRONMOUNTAIN.COM.MY

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