



## MAILROOM

# Applying intelligent content services to provide enhanced value.

As many parts of our daily lives have been digitized or automated, there remains one physical outlier: the corporate mailroom. Here is where most invoices (72.4 percent) arrive, physical payments (80.8 percent) are shipped to suppliers, and mail is hand-delivered to employees.

Corporate mailrooms are undoubtedly enormous internal infrastructures that take a lot of capital to operate properly. Currently, 60 to 70 percent of labor is spent on mail sorting, while 75 percent of organizations report issues with getting the right information to the right person.

If most labor costs are spent on sorting but businesses aren't getting mail correctly, where's the disconnect?

Corporate mailrooms can alleviate mismanaged services through investing in a sound digitization process.

**IRON MOUNTAIN INSIGHT**

TO LEARN MORE READ OUR EBOOK:  
**"EXTRACT MORE VALUE FROM YOUR  
LINE OF BUSINESS CONTENT"**

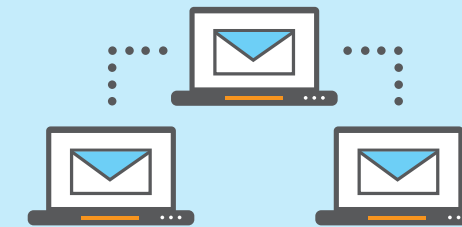


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## WAYS DIGITIZATION CAN BENEFIT CORPORATE MAILROOMS



**AUTOMATE**  
Mail Distribution



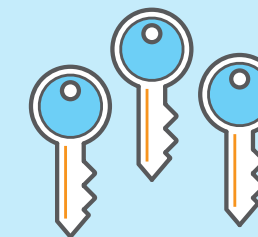
**STANDARDIZE**  
Mail Distribution



**CLASSIFY and INDEX**  
Mail Distribution



**CONSOLIDATE**  
Mail Distribution



**GIVE**  
Role-Based Permissions for  
User Access to Information  
from Any Location