

## Mailroom Services

TEAMProjekt is an experienced partner and relieves you in your front and back office.

Outsourcing means for you:

We will permanently take over an outsourced office process but you don't have to hand it over completely.

TEAMProjekt will develop tailor-made solutions which we will realize with our qualified staff. You can rely on the autonomous and sustainable implementation.

We will also take over any of your challenges, providing equipment, IT and the required infrastructure. Depending on your organizational structure, we will establish the appropriate interfaces.

We count companies from the most different Industries among our customers.

TEAMProjekt will take on all your mailroom tasks.

### Range of Mailroom Services:

- Processing of incoming and outgoing mail
- Processing of packages
- Handling of registered mail/postal delivery
- Sorting and franking services
- Internal and external courier services
- Organization of express mailings and direct deliveries
- Mailing documentation incl. tracking
- Optimization of shipping costs

### Ensuring a Key Function

Mailrooms have an important key function when it comes to the quality and speed of the information flow in a company. Digital approaches are also used here. TEAMProjekt Outsourcing is your specialized service provider for the sustainable mailroom operation – even 24h a day, if you want.

### Integration into your Organization

Whether on site or at external premises: TEAMProjekt Outsourcing will integrate into your organizational structure and take on a part of your mailroom tasks or even the entire operational service.

### Individual Solutions

TEAMProjekt will design optimal solutions for you or together with you, including document management processes. Please take a look at the following service portfolio: Document Management.

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