MSI

INFORMATION MANAGEMENT SOLUTIONS

TRANSFORM YOUR DIGITAL MAILROOM

DIGITIZE | STORE | AUTOMATE

The traditional mail handling process is time-consuming, expensive, and wasteful.

At MSI, we can help you transform your mailroom into a digital one. Our 35 years of experience have enabled us to help many organizations across diverse industries convert paper-based processes into efficient, secure and effective ones. You can trust us to open, sort, and manage your mail, and then electronically route it directly to the recipient for review, approval, and processing.
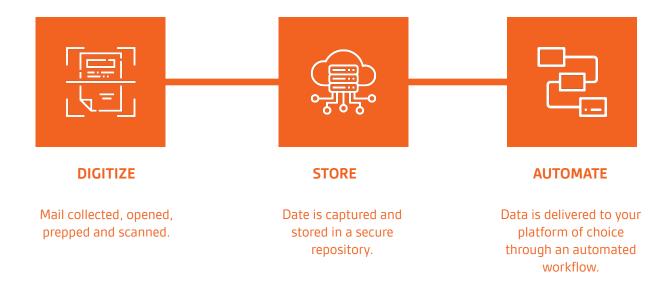
With our commitment to using the safest and latest technology, we guarantee 99% percent uptime on cloud software and workflow tools. With this in mind, we can deliver your organization a safe, efficient, and effective digital mailroom.

Our digital mailroom service can scan the following types of documents:
- ✓ Invoices - for AP/AR automation processes
- ✓ Applications (membership, employment, etc.)
- ✓ Employment applications
- ✓ Insurance appeals (applications, records, claims, forms)
- ✓ Legal documents
- ✓ Forms
- ✓ Paper-based mail
- ✓ And much more

"MSI is a dependable, efficient and friendly company. I definitely recommend this company"

Tracy Moses, CO

HOW IT WORKS

DIGITIZE

Mail collected, opened, prepped and scanned.

STORE

Date is captured and stored in a secure repository.

AUTOMATE

Data is delivered to your platform of choice through an automated workflow.

BUSINESS BENEFITS

INCREASED PRODUCTIVITY: Having your mail digitized and indexed will free up staff members from processing documents manually.

SAVED SPACE: By removing physical documents, your company will also experience fewer mailroom requirements, which will allow you to repurpose your current office space.

FASTER RETRIEVAL: We index digital documents according to a set of specific factors that we discuss during our initial consultation. With a simple digital search, you can find the information you need, quickly and efficiently, instead of frantically searching through old letters.

MAINTAIN YOUR COMPETITIVE EDGE: Keeps you ahead of competitors who haven't yet adapted to a digital environment.

PROCESS EFFICIENCY: We help you electronically route mail throughout your organization for review and approval, even to remote workers.

GET RID OF MANUAL BOTTLENECKS: Rules can be set to forward emails when someone goes on vacation to another employee, which will ensure that the process continues.

GET A FREE ESTIMATE

Whether you are looking to manage printed invoices, digitize incoming physical mail, automate forms processing, let us help you implement a smarter and more efficient way to manage your existing mailroom processes.

Go to www.msimaging.com to get a free estimate today.

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