



Clic'doc Hybrid Mail

Revolutionise your mail communications and reduce costs

How much time do you and your colleagues spend printing, folding, inserting, franking and posting individual or low volume correspondence each day? Inefficiency around the print and dispatch of office mail is costing European businesses €millions.

Clic'doc is a new service allowing you to create and send postal mail, faxes, emails or text messages from the desktop.

This easy tool is designed for daily use, and offers a flexible and efficient means to manage your everyday correspondence. What's more, there's no set-up cost so you can begin improving communications and saving money straight away.

So go ahead and try Clic'doc!
Discover the online demonstration at
www.clic-doc.com

Who uses Clic'doc?

Clic'doc is an essential tool for any business looking to increase productivity and drive, cost and inefficiency from the print and dispatch of office mail. Typical uses include:

- **Commercial and Marketing Management:** Personalised direct marketing, contracts and customer communication campaigns
- **Financial Management:** Outstanding payment reminders and invoice mailing
- **HR Management:** Feedback to candidates and internal communications

In fact, the uses are limitless. Clic'doc will effortlessly take care of every type of low-volume correspondence, freeing your staff to focus on key business tasks.

How Clic'doc works

Online Clic'doc platform

All you will need is a PC with an Internet connection. This web platform connects to a purpose-built Pitney Bowes production site which hosts all the technology necessary to enable you to send mail, faxes, emails or text messages in just a few clicks.

Top quality laser printing

You can send jobs to print from the comfort of your desk, gaining the full benefit of our best-quality production technology. With a few clicks you can print in A4 format, black or colour, one-sided page or double sided pages – whatever your application requires.

Efficient folding and inserting automation

Why waste time manually preparing mail in the office? Our fast insertion technology will automate the process for envelopes in C4 and C6 formats.

2 postings per day

You can choose when the communication is delivered: urgent, second class, direct marketing or registered mail – ensuring that you get the best possible postal prices for each message.

The benefits of Clic'doc:

Clic'doc offers numerous benefits to busy offices of every size. And with no capital outlay required, these benefits can start immediately.

Productivity

Stop wasting time on low-value tasks such as manually folding, inserting and franking your mail. Create your mail in a few clicks!



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Ease of use

Using Clic'doc is simple. Create the document on your computer. Select the 'Clic'doc' printing option. Choose the printing type (black or colour, one-sided or double-sided), the format of the envelope (C4 or C6), the franking rate (urgent or second class) and you're ready to go.

Better control over deadlines

All your postal mail ordered before 11 am, regardless of the number of addresses, will be posted the same day.

An instant route to digital communications

Clic'doc offers you a selection of communication options. Choose to mail, fax, SMS or email – whatever's convenient to customers and cost-effective for you.

Faster payments

The quicker invoices are produced and sent the quicker you'll receive payment, meaning healthier cash-flow.

Any-time production

Clic'doc registers your orders 24/7, giving you the flexibility to act fast and respond quickly.

Online tracking

Sending mail and communications via our production facility gives you access to detailed reporting and tracking of your outgoing mail. With this essential information at your fingertips you can ensure critical messages are dispatched on time, and can swiftly answer customer or supplier queries.

You can also use the online archive of your documents – free for two months – or at a rate for two years

Management and reduction of costs

Clic'doc enables you to dramatically reduce spend on consumables (paper, envelopes, printer toners) and office printer equipment.

There is no annual fee for Clic'doc – you only pay for what you use! Additionally, online statistics provide you with a clear knowledge of mailing costs – letting you control spend and make the right communication decisions.

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Pitney Bowes is a \$6.3 billion global technology leader whose products, services and solutions deliver value within the mailstream and beyond. Founded in 1920, our company's 35,000 employees deliver technology, service and innovation to more than two million customers worldwide. For more information about Pitney Bowes, its products, services and solutions, visit www.pbms.com or www.straightthroughbusiness.com

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