



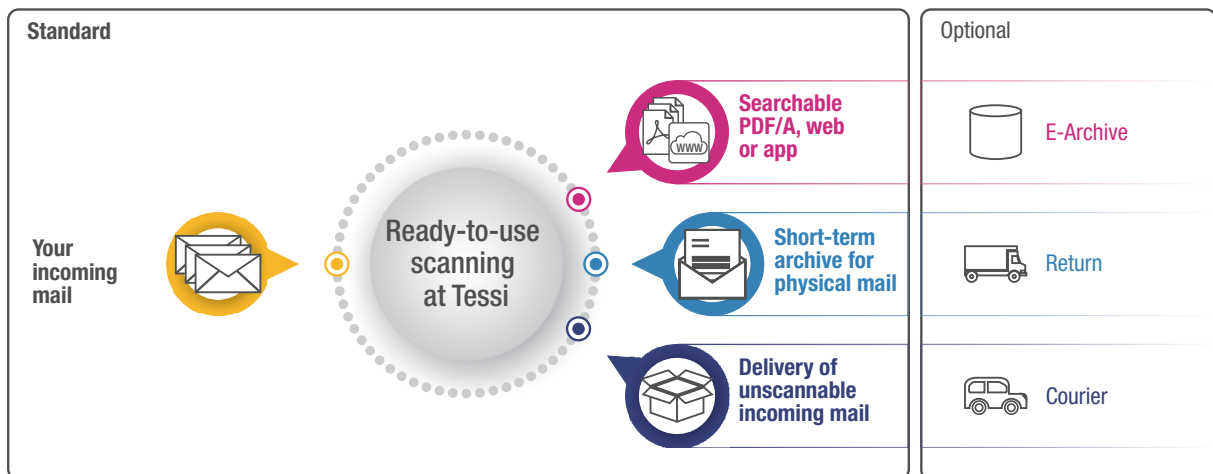
Digital Mailbox

One step closer to the paperless office.

- The choice is yours!

Digital documents facilitate process optimization; only system-based processes can run at the rates required by your business partners today. Search and response times are also significantly reduced.

Digitization begins with your incoming mail - our **“Digital Mailbox”** service makes your incoming mail available to you digitally every day. Your goal, the “Digital Company”, has made an important step forward. The benefits are immediate and measurable.



IF YOU RECEIVE AS FEW AS 500 INCOMING DOCUMENTS PER MONTH, YOU WILL FIND THE **DIGITAL MAILBOX** ATTRACTIVE.

- We scan your incoming mail daily in one of our service centers, and convert it to searchable PDF/A documents at 300 dpi.
- These digital documents are delivered to defined users in electronic mailboxes within a web application.
- We store the scanned documents in a short-term archive for 20 days. During this period you can request the physical originals, after which the documents will be appropriately disposed of.



Advantages and benefits of scanning incoming mail

Digital documents are available anytime, anywhere.

In the digital world, you can find your information on the fly, at any time. By contrast, physical storage of information is restricted, and searches can be tedious.

Digital documents can be forwarded directly to system-based processes for subsequent processing.

Your incoming digitized mail will be delivered as searchable PDF/A documents in color and with 300 dpi resolution. This makes it easy to search for documents by keyword, or you can transfer

the PDF/A documents to one of your company's applications, store them on a shared drive or automatically extract the data using other specific OCR/ICR solutions.

The **Digital Mailbox** changes processes that are already in place.

Internal mail, which may not take a direct route, and stacks of letters piling up at workstations quickly become a thing of the past with the **Digital Mailbox**. Digitization of incoming mail considerably reduces the work involved in receiving mail and internal logistics.

Prices for the Digital Mailbox

Setup Including project management, programming, initialization of mail redirection, setup of scan job, testing	CHF	350.-
Mail redirection	Mail products	
Digitization 1) Including consideration of the exception list, letter opening, preparing content for scanning, scanning, data acquisition and provision of the app, storing documents in the short-term archive, destroying documents after short-term archiving		
Up to 500 documents:	CHF 450.- month	501 bis 999 documents: plus CHF 0.80 document
Up to 1'000 documents:	CHF 800.- month	1'001 bis 1'999 documents: plus CHF 0.70 document
Up to 2'000 documents 2):	CHF 1'300.- month	More than 2'001 documents: plus CHF 0.65 document
Delivery of original documents One delivery of requested documents per week 3) 4)	Including	

- 1) 1 document = maximum 12 pages | One document will be charged for each 12 pages or part thereof.
- 2) Please inquire about our custom offers for more than 2,000 incoming letters per month.
- 3) The order of physical originals is included in the monthly costs, provided that the documents can be sent with the delivery of the agreed remaining mail.
- 4) For express orders of individual documents by Swiss A Mail, we charge CHF 20 per document with delivery the following day. Additional deliveries can be agreed, and also cost CHF 20 per delivery..

- You save the costs for space, infrastructure and human resources for physical mail distribution.
- Delivery disruptions are eliminated and the information received can be fed into subsequent digital, system-based processes.
- Access to digital information is as easy as it is convenient, thanks to searchable full-text PDF/A documents.
- We can also provide you with legally compliant electronic archiving for your digital documents.

www.Digitaler-Briefkasten.ch

A service of Tessi document solutions (Switzerland) GmbH

We would be glad to provide you with a quote or help you learn more about our incoming mail scanning for SMEs!

Your contact person for incoming mail scanning:

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